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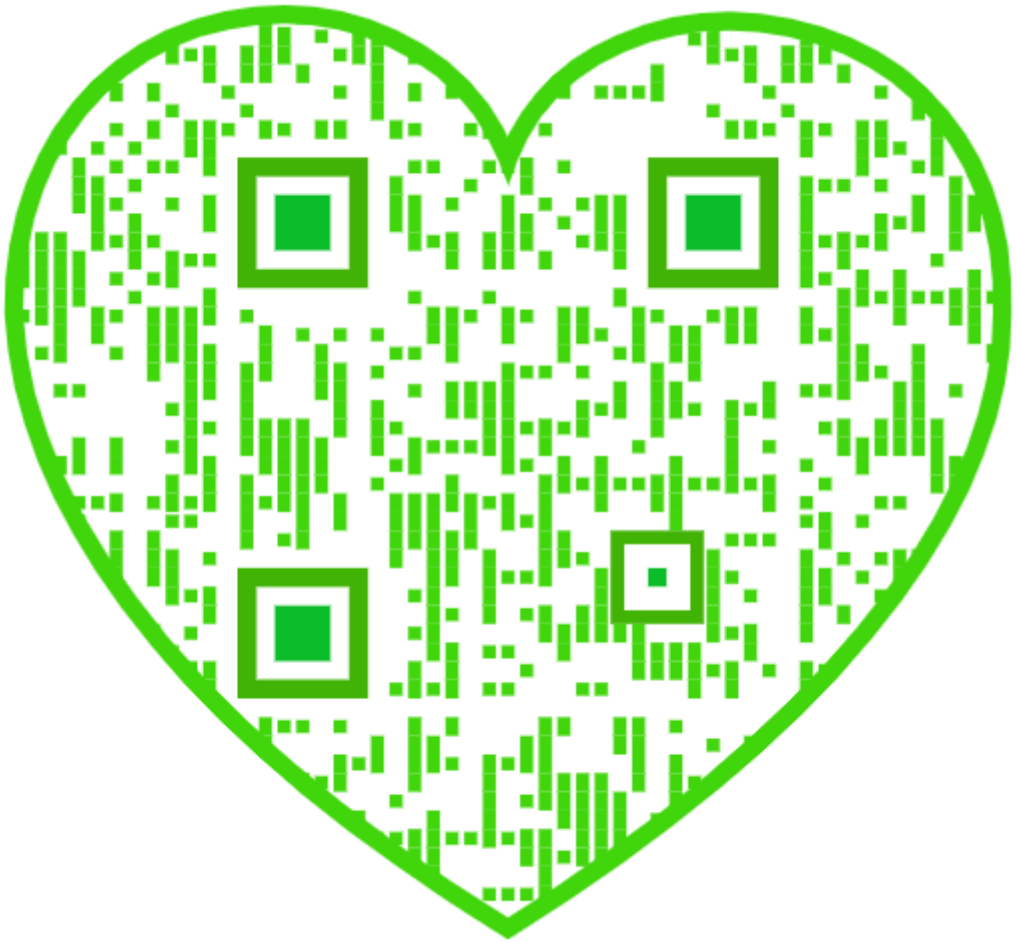
STANDARDIZED LUSK UNIVERSAL SYSTEM OF SHORTHAND

"SWIFTEST SYSTEM OF WRITING KNOWN TO SCIENCE"

by
F. Lusk



Class Z56

Book L957

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LUSK STANDARDIZED UNIVERSAL SYSTEM OF SHORTHAND

"Swiftest System of Writing Known

By

F. LUSK

NEW YORK
2255 Broadway

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PREFACE

That shorthand was used over two thousand years ago by the ancient Greeks and Romans is an established fact. Xenophon is believed to have used it in taking notes of the lectures of Socrates, which would take it back to the fifth century before Christ. At the famous trial of Catiline (63 B.C.) the stenographic rapidity of Marcus Tullus Tiro was at its height, and in the first century before Christ a discourse of Cato, according to Plutarch was taken down by shorthand reporters.

A single abbreviated sign represented each word in the language but century after century improvements in alphabetical systems have been made. The rapidly increasing vocabulary of the English language and the coinage of new words have necessitated improvements to keep pace with the times. The author of this work has spent many years in perfecting a system that will enable every shorthand writer to take as fast as anybody can talk. The result is the introduction of the Lusk Standardized Universal System of Shorthand. You will ask, "How fast is the Lusk System?" It can be written faster than any one can talk. A system that is capable of double the speed of the swiftest systems of writing ever devised.

The author has made a life study of all the various systems of shorthand writing—the ancient Greek and Roman stenographies, the German and the French stenographies and all of the English and American variations. Never before has any author ever attempted to introduce a system of writing the consonants only from the very beginning of a student's practice for the general outline of every word in the English language not represented by a sign-word or contraction. While vowels are introduced they are eliminated and what is commonly known as the corresponding style is ignored; the student from the very beginning knows only the briefest reporting style—the shortcuts and valuable expedients used by the swiftest reporters, using "sign-words" as it were, one or two strokes of the pen for entire sentences. By other systems, months and months of time are spent by the student in placing vowels in thousands of words before they attempt to take dictations while in the Lusk System, students' fingers are trained from the moment they learn the alphabet to take cleverly arranged dictations at 200 words-minute in the briefest reporting style while they are learning the principles.

Out of thousands of shorthand writers of other systems, only one possessing great agility of hand is swift enough to take ordinary speakers while every writer of the Lusk System can write faster than a speaker can articulate.

The system is scientifically perfect: Modernized, standardized and idealized with all the newly coined words and phrases that are not found in any other system of shorthand. The explanations are beautifully arranged, brief and to the point. Outlines are the swiftest and most legible, accurate and simple. It is not an experiment but has been tried out. To those shorthand writers who would make a name for themselves by becoming experts in the Lusk System will be able to compete in the world's speed contests for supremacy.

The object of the Lusk System is to enable every one who learns it to write as fast as anyone can talk. There is no limit to speed. 200 to 300 words-minute are acquired more easily than the ordinary stenographer takes 100 words-minute.

FRANK LUSK, Phonetician and Author.

NOTE:—Teachers and students are cautioned not to change or disarrange any part of the Lusk System as they will not be able to produce the desired results.

LESSON I

Alphabet

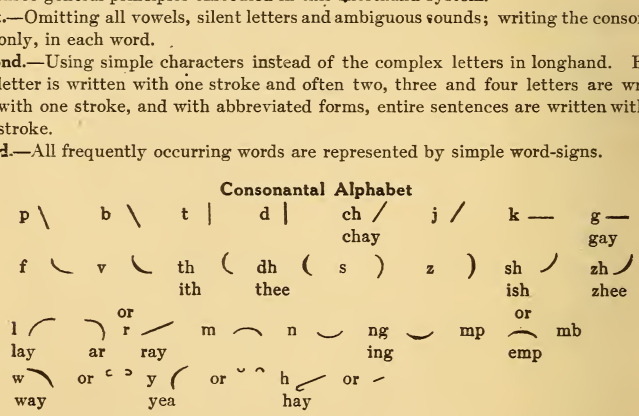
The novice will understand how it is possible to write at the rapidity of speech from the three general principles embodied in this shorthand system.

First.—Omitting all vowels, silent letters and ambiguous sounds; writing the consonants only, in each word.

Second.—Using simple characters instead of the complex letters in longhand. Every letter is written with one stroke and often two, three and four letters are written with one stroke, and with abbreviated forms, entire sentences are written with one stroke.

Third.—All frequently occurring words are represented by simple word-signs.

Consonantal Alphabet



Direction of Consonants.—All uprights are written downward excepting *Ray* and *Hay*.

L when standing alone is written upward, when joined to other consonants it may be upward or downward which ever is most convenient. Rules appearing in Lesson X. Upward L is named *Lay* and downward **L**, *EL*.

Upward R is named *Ray*, and downward **R**, *AR*. Use which ever is the most convenient. Rules appearing in Lesson X.

RAY is written upward at an angle of 30 degrees and **CHAY** downward at an angle of 60 degrees.

SH when standing alone is written downward and called *Ish*. When joined to other consonants *SH* may be upward or downward, which ever is most convenient. When written upward it is named *Shay*.

W and **Y** are written two ways—strokes and semicircles. Use which ever is most convenient.

H is always written the most convenient way.

Rules for Joining Consonants.—When two or more consonants are joined they are written the same as when standing alone, the second commencing where the first ends, without lifting the pen.

When no angle exists between two or more consonants, write them with one continuous stroke, gradually shading from heavy to light or light to heavy, making the light consonants very light so that it will not be necessary to make the heavy consonants extremely heavy to distinguish the difference.

JOINED CONSONANTS

Reading and Copying Exercise

Consonants with angles

1

t-k k-t p-k k-p chay-k k-chay b-gay gay-b j-gay gay-j

2

chay-p p-chay chay-ray ray-chay p-lay lay-m ar-m lay-ith ray-ith

3

m-m n-n n-f n-ish ar-ar lay-lay f-chay f-ray el-m ray-ing

Consonants without angles

4

p-p b-b p-b b-p t-d d-t chay-j j-j k-k gay-gay k-gay gay-k

5

lay-ish lay-shay p-n b-ing f-kay el-ing m-ish lay-s

6

m-n n-m lay-k lay-ar f-ar ray-ray hay-ray ar-ish f-shay

Consonants with and without angles

7

t-k-m m-k-t t-m-ing m-n-ith ar-m-ing n-m-lay f-ar-m-ing

8

lay-ar-m m-n-t-ray m-n-t-b p-n-m way-m-ing n-t-ray lay-b-n

Consonantal Writing Exercise

Write the consonants sounded in the following words.—joke, duck, tape, keg, pope, poke, bug, make, fame, name.

D is silent and G takes a J sound.—budge, judge, fudge, nudge.

Real Sound of G named GAY.—peg, beg, keg, dug, fagot, fatigue.

T silent.—Dutch, fetch.

C takes a K sound.—cake, cub, came, cape, Cockney, comedy, Tacoma, decayed.

CH takes SH sound.—Chicago.

TH has two sounds, ITH.—path, bath, death, pathetic. **THEE.**—bathe, (lay) loathe, (ray) writhe.

When two consonants come together only one is sounded.—putty, funny, bunny, paddock, baggage, luggage, puffy, mussy.

RAY.—Perry, merry, cherry, berry, wretch, reap, rub, mayor.

AR.—Rome, ream, romp, pair, bear, fair, chair.

LAY.—lazy, loaf, lake, ledge, lame, lamp, asleep, pale, jail.

EL.—elk, elm, file, veil.

Double Consonants are TH, SH, ZH, CH, NG, MP, MB.—theme, shake, shame, rouge, coach, poach, check, chump, jump, tongue.

LESSON II

Vowels

The vowels are a, e, i, o, u; each one having two or more sounds. Twelve vowels are necessary in shorthand, six long and six short, represented by three heavy dots and three heavy dashes, three light dots and three light dashes and placed at the beginning, middle or end of any consonant stroke, named first, second, third place respectively.

The vowels Below are Placed Before the Stroke T as Follows:

Long	e	a	ah	aw	o	oo
as in	eat	ate	alms	all	oat	ooze
Short	i	e	a	o	u	oo
as in	it	ebb	at	odd	up	foot

Diphthongs:

	i	oi	ow	u
as in	ice	oil	owl	you

Vowels should be thoroughly committed to memory and always kept in reserve to be jotted in instantly when the consonantal outline is insufficient to represent the word, more especially necessary in proper names. Vowels are omitted after this lesson and consonants only should be written. Rules for position are given in the next lesson.

Vowels placed on the left side of upright consonants are read before and when placed on the right side are read after. Vowels placed above *K, GAY, M, N, NG, MP* or *MB* are read before and when placed below are read after.

Dash vowels are placed at right angles to the consonant but should not touch. The first place of descending consonants is at the top and the first place of ascending consonants at the bottom.

Rules for Placing Vowels when Occurring Between Two Consonants:

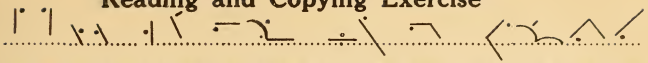
1st Place vowels and diphthongs are placed after the first consonant.
2d Place Vowels after the first consonant when long and before the second when short.
3d Place Vowels and Diphthongs before the second consonant.

I may be placed in the first or third position. When I precedes a consonant, place it in the first position and attach. If it follows a consonant, place it in the third position. Diphthongs may be attached to consonants when an acute angle is formed.

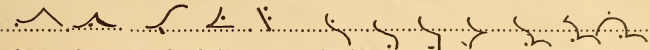
When two vowels occur to one consonant, the vowel placed nearest is read next to that consonant.

Reading and Copying Exercise

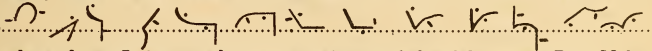
Long Vowels

1 

tea eat pay ape ate paw key awake ache peep keep cheap Rome reap rear

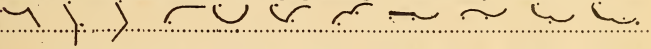
2 

sheep shave shoal shake payee fare far food fool farm harm alarm

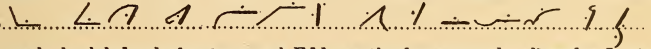
3 

also arch veto Josie vacate locate opaque bouquet below delay tomato Reno Malay

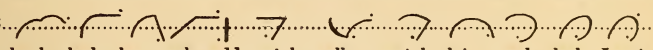
Short Vowels

4 

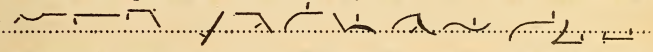
nip pity pitch lick fish filly lily Guinea Minnie finny Vienna

5 

peck check ledge hedge leg wreck Eddy earth edge egg neck yell wedge Jessie

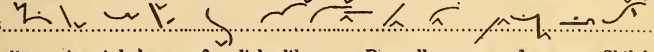
6 

lamb lack lap rack add catch valley match lair mash lash Lassie

7 

knock cock copy judge cup luck pump love money look shook hooky

Diphthongs

8 

item pie nigh bayou fire lisle like coy Roy alloy row endow ague Shiloh

Consonant and Vowel Writing Exercise

Words in Position of Accented Vowels.

Write the consonants in a word without lifting the pen, inserting the vowels afterwards, placing words with 1st place vowels above the line, words with 2d place vowels on the line and words with 3d place vowels through the line for uprights and under the line for horizontals.

Long Vowels.—me, knee, mail, know, own, gnaw, ace, say, ode, hay, shoe, ale, show, team, talk, meek, balk, teach, pope, shape, sheer, cake, fake.

1st Place light dot.—tip, bit, ditch, itch, pig, pithy, busy, Minnie.

2d Place light dot (before the 2d consonant).—beck, peg, fed, fetch, Jennie, heavy, bevy.

3d Place light dot (before the 2d consonant).—patch, nap, mash, taffy, Fannie, natty.

1st Place light dash.—odd, bob, fog, fob, lock, dodge, Johnny, folly.

2d Place light dash (before the 2d consonant).—pup, tuck, pug, tongue, thumb, buggy, dummy, funny.

3d Place light dash (before the 2d consonant).—cook, pussy, cooky, foot.

Long and Short Vowels:

AR.—air, arm, ark, pair, room, arrow.

RAY.—rub, reach, wreck, tarry, fairy, Nero, urge, earth.

EL.—elk, alack, alum, alimony, lung, fall, nail, fuel, Nelly.

LAY.—league, mellow, mildew, lavish, lull, valley.

Diphthongs.—Isaac, idea, buy, lie, July, Irish, lyre, toil, coil, cow, mouth, vouch, view, hue, cue, lieu.

LESSON III

Circles and Loops

Position Writing.—All large words are written on the line.

Small words with 1st place vowels above the line. Uprights, one half their length above the line, horizontals full length above.

Words with 2d place vowels on the line.

Words with 3d place vowels through the line for uprights and under the line for horizontals.

1st Position.—When a descending consonant follows a horizontal, commence the horizontal a length and a half above the line.

2d Position.—When a descending consonant follows a horizontal, commence the horizontal a length above the line.

3d Position.—When a descending consonant follows a horizontal, commence the horizontal half a length above the line.

Position is determined by the accented vowels.

Circles S and Z.—Represented by a small circle attached either at the beginning, end or between two consonants.—Line 1.

Large Circles SES and SEZ.—Used for combinations of double S or Z, having an accented vowel between as in *Passes, Phases; Cise* in *Exercise; Sis* in *Amanuensis; Sys* in *System; Saus* in *Sausage.*—Line 2.

ST loop (also used for *ZD*) is one half and the *STR* loop is two thirds the length of a consonant.—Lines 3-4.

Small circle *S* may follow *Ses, St, Str.*—Line 4.

Circles *S, SES,* loops *ST* and *STR* are written on the right side of upright consonants, upper side of *Kay, Gay* and inside of curves. If the circles and loops are on the beginning they are read first, on the end last; when they occur between two consonants they are read between.—Lines 1-5.

Loops may be used independently, initially, finally and medially.—Lines 5-6-7.

Rules for Circle and Stroke S.—If a word begins with S use the circle, excepting when followed by two vowels as in *Siam.*—Line 8.

When a vowel precedes S as in *Ask* use the stroke.—Line 8.

If S ends the word use the circle, excepting when preceded by two vowels as in *Jewess.*—Line 8.

When S is followed by a vowel as in *Lassie* use the stroke.—Line 8.

If a word begins with Z use the stroke—Line 8.

When the circle comes between two consonants write it the easiest way.

When a circle comes between two consonants forming an angle write it outside of the angle.—Line 1.

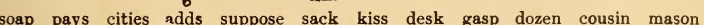
When a circle comes between a straight and a curved consonant write it inside of the curve.—Line 1.

When a circle comes between two curved consonants write it inside of the first curve.—Line 1.

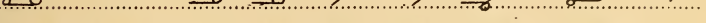
Reading and Copying Exercise

1

soap pays cities adds suppose sack kiss desk gasp dozen cousin mason

2 

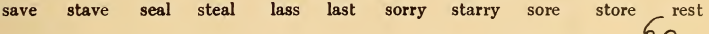
success seasons case cases race recess exercise discusses saucer

3 

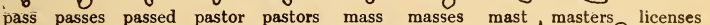
save stave seal steal lass last sorry starry sore store rest

4

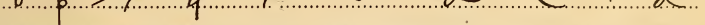
pass passes passed pastor pastors mass masses mast masters licenses

5 

taste tasty earnestly elasticity nostril boisterousness unstrung decisive exhaust justify

6 

dismiss dismisses dismissed barristers choristers Worcester Rochester

7 

Westminster Manchester New Mexico stream strip strike forced forest purest poorest

8

Siam science ask assist Jewess } lassie juicy } lazy zinc zealous

Consonantal Writing Exercise

Circle S.—city, sip, sap, spy, sad, safe, soothe, sash, siege, scene, sung, simple, scheme; (lay) slab, lisp; sketch, (ar) sir, skip; (ray) cereal, sorry, rasp, race; summing. Choice, pace, apes, paws, chase, dose, loose, goose, mice, eggs, oats, bakes, tax. Bask, gasp, mask.

Stroke S.—scion, sciatic, Suez, sewer. Chaos, Lewis. Assume, aspire. Pussy, (lay) Lucy, lessee.

Stroke Z.—zigzag, zouave. (ray) rosy, noisy.

Large Circle.—season, sausage, (lay) Sicily, (ray), Cicero. (ray) raises, pauses, causes, misses.

Circle S & SES.—Minneapolis, despises, successive, necessity, incisive, indisposes, (el) lessons loosens, Mississippi, Missouri, Cincinnati, mosquito, (ray) Syracuse, Venice, Saginaw, Savannah.

ST Loop.—stop, state, stiff, stamp, stave, steaming. Post, ghost, hoist, must, just, cast, August, discussed, disgust. Chased, past, nest, guest, masts, nests, (loop thickened for *zd*) housed, paused, caused, gazed, amused, chastised, disposed.

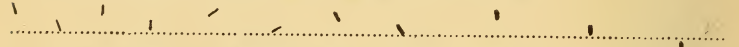
STR Loop.—Strap, strong, streak, stretch. Master, minister, (lay) solicitor, sinister.

If a vowel follows ST, the loop cannot be used.—nasty, (ray) rusty, (lay) lusty.

LESSON IV

Vowel Word-Signs

Importance of learning word-signs speedily and perfectly should appeal to the beginner. Two thirds of the English language is composed of words of one syllable; their great value is especially noticeable in taking business letters and before doing so, one must write these word-signs as fast as they can be dictated.



of to or but on should all too, two already before O, oh, owe

ought who I how he the a an, and his, is as, has first

On and *Should* are written upward.

Joined Word-Signs or Simple Phrasing

Two or more word-signs may be joined when an acute angle is formed, the first word is written in the same position as when standing alone and the others are joined regardless of their positions.

The ticks **I, HE** and the circles for **IS, HIS, AS, HAS,** however, accommodate themselves to the position of the word-signs and outlines.

HE tick is invariably written in the direction of *Chay.*

I tick is written in the direction of *P* or *Ray.*

While dots represent the frequently occurring words *The, A, An, And* they are seldom used.

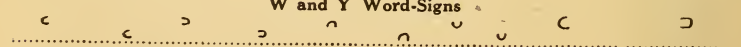
THE is a tick in the direction of *Ray* or *Chay.*

A, AN, AND is a tick in the direction of *T* or *K.*

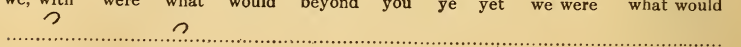
These ticks should be written in the direction that forms an acute angle and may be attached to the end or beginning of outlines or word-signs.

The small circle for *Is, As, His, Has* is enlarged for *Is his, Has his, Is as,* etc. and written in the position of the first word, and is also valuable at the beginning of words for *Is such,* etc.

W and Y Word-Signs



we, with were what would beyond you ye yet we were what would



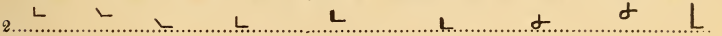
beyond what you would

When the two occur together they may be enlarged. A combination of the *W* and *Y* series must be slanting in the direction of *Chay.*

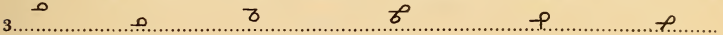
Reading and Copying Exercise

1.

of the to the already the ought the before the who the is the as the

2. 

or a of a to a but a already a before a but as a or is a do a

3. 

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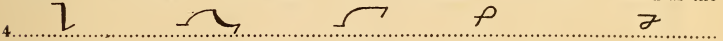
4. 

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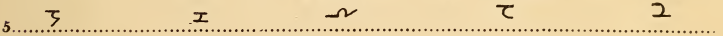
5. 

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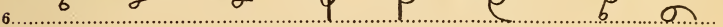
6. 

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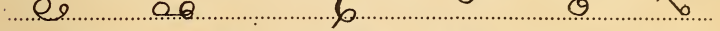
7. 

as soon as his success is as this is the his is as as his is I pay his

8.

I do I leave I suppose I said I must I may be he may be I know his I just as soon as

Consonantal Writing Exercise

Observe position carefully according to Lesson III.

Ticks THE, A, AND, AN.—On the, should the, all the, but the, is as the, his is the, and is the, and as a, but as the, and we were, is on his, is beyond the, and is beyond the ; you would, as you would ; as his pastor is, his solicitor is, his successor is, his resource is, his dismissal is, his vessel is, has passed his, has lost his, is just as safe as, has dismissed his, has possessed his.

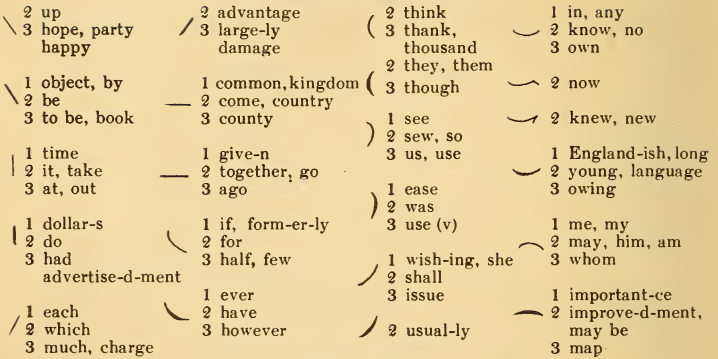
Tick HE.—he has the, he is on, he is on his, he has no, and as he, and he is, and is he

Tick I.—I do the, I know, I may be, I should.

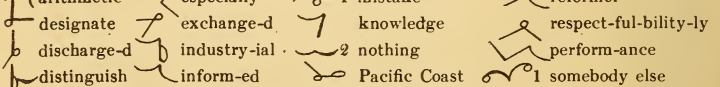
LESSON V

Consonant Word-Signs

To Be Taken From Dictation Rapidly



Contractions



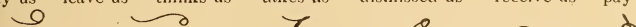
High-Speed Phraseographs

US & HOUSE represented by **small circle, HOUSES** by **large circle.**—Lines 1–2.
STREET, STATE, STATE TO THE, STATE OF by **ST loop.**—Lines 3–4.
STORE, DISTRICT by **STR loop.**—Lines 5–6.
TO or **TO THE** understood by placing an upright word-sign or outline in **4th position** fully below the line.—Line 7. **OF THE** represented by **proximity.**—Line 8.

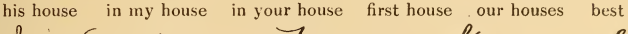
Reading and Copying Exercise

1

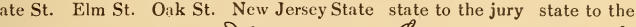
pay us leave us thinks us takes us dismissed us receive us pay us his

2 

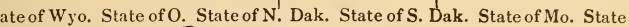
in his house in my house in your house first house our houses best houses

3 

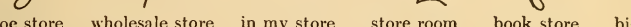
State St. Elm St. Oak St. New Jersey State state to the jury state to the judge

4 

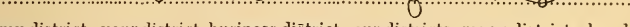
State of Wyo. State of O. State of N. Dak. State of S. Dak. State of Mo. State of Tex.

5 

shoe store wholesale store in my store store room book store big store

6 

in my district your district business district our districts many districts low districts

7 

to the Pacific Coast to the store to have his to exercise his to N. Y. State to thank the

8

days of the month signature of the party influence of the U. S. time of the day

Consonantal Writing Exercise

Circle for US, HOUSE, large for HOUSES.—do us, make us, have us, save us, saves us, saves us his, leaves us his, disguises us, dismisses us, feast us, discuss us, restore us, mistake us, respect us, advertise us, improve us, master us. Large house, store house, rooming house, big house, cook's house, small house. High houses, low houses, large houses, wholesale houses.

ST loop for STREET, STATE, STATE TO THE, STATE OF.—Vesey St., Stagg St., Lake St., Polk St., state whom, state why, state if, state to the officer, state to the minister, state to the lady, State of Ill., State of Alabama, State of Miss., State of Nevada.

STR loop for STORE, DISTRICT.—our store, in your store, fish store, Rich district, each district, high district, few districts, in many districts, several districts, some districts.

TO and TO THE 4th position.—to die, to live, to steal, to stop, to beg, to digest, to distribute, to register, to damage, to stop his, to strap his, to stretch his, to save his, to smooth us, to polish his, to thank us. To the rescue, to the rest, to the last.

PROXIMITY for OF THE.—day of the week, four of the cases, six of the fires, many of the lives, many of the laws of the U. S., many of the cases of the judges, few of the losses of the vessels, face of the earth, dispose of the case, laws of the State of N. Y., laws of the State of Ill.

LESSON VI

Each of these letters contain 100 words and must be written from dictation in one minute, or less, writing proper names in shorthand and leaving a space of about ½ inch for a period. (Students should write them very carefully, according to engraving on opposite page, and then write them many times before speeding.)

Messrs. Samuel Cummings & Co.,
Albany, N. Y.

Sirs:

Some months ago the party who has our business in your city was forced to take advantage of the many improvements in the United States surveys in the State of New York, namely : Those at Rochester and Syracuse. These cities have improved largely by United States surveys, and it is to your many advices we owe our extraordinary success. We have to thank you for such advices and some day hope to repay you. Go on with the important issue and rest easy, you will have our sincere offices.

Yours sincerely,

Messrs. Strong & Lester,
2 State St.,
Worcester, Mass.

Sirs:

I should like to have you advise us of the advantages of the success of a textile wholesale store and factory in your district. Also inform us how long before we shall hope to succeed if we decide to locate in Worcester. I earnestly desire you to exercise a fair influence with parties in your city. You will have to advertise and satisfy yourselves of the respectability of the thousands who may come in answer.

Hoping to hear from you soon and wishing you all possible success, I am,

Respectfully,

Messrs. Russell Mathews & Sons,
27 Nassau St.,
New York City.

Sirs:

Replying to yours of the 6th inst. will say our solicitors in England have advised us of the necessity of forming together several thousands of the best lawyers in the United States to take advantage of the reduced fares to San Francisco at the Panama affair on the Pacific Coast. I desire to form such a party as advantages will manifest themselves as soon as the party reaches the coast.

I hope you will have this discussed among several parties if possible and signify your wishes.

Sincerely yours,

& Co.

Albany, N. Y.

in your city

State of N. Y.

Rochester, Syracuse

you have, how long

you will have

Worcester, Mass.

wholesale store

in your district

I earnestly, I should

hoping to hear from
you soon

New York City

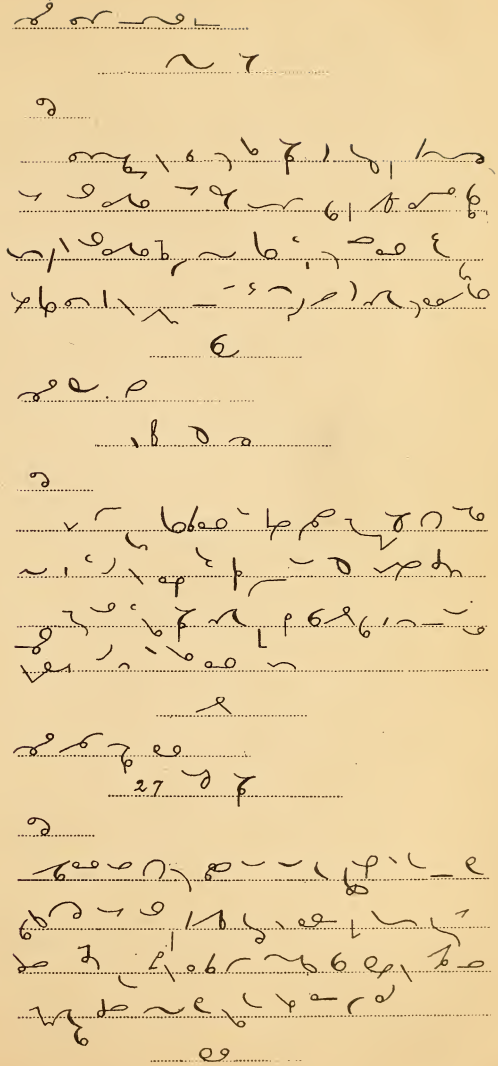
replying to yours
of——the

San Francisco

I hope you will have this

as soon as the

sincerely yours
yours sincerely



Messrs. James Stemple's Sons,
4 Lake St.,
Chicago, Ill.

Sirs:

Referring to yours of the 1st will say we would thank you to attach your signature to bill you speak of and make special forms for the signature of the parties who desire the influence of our customers. In this extraordinary scheme advertised west of the Mississippi I desire to state you exercise much sagacity in your many books on the subject. Since I have access to these books no fear may be in store because of the laws of the United States. Success is possible and excesses impossible.

Respectfully,

Messrs. Miller, Reise & Foster,
122 Ontario St.,
Cincinnati, O.

Sirs:

I have yours of August 6th. As is common, in such cases, I may state it is necessary in many houses of the U. S. to leave such things with the book store. I respect your wishes, however, and will say, some things should be discussed before the time set for the dismissal of the case. Already my customers are menaced and face a possible state of chaos.

I leave for Los Angeles next week and hope you will have this case dismissed as soon as possible.

Yours faithfully,

Messrs. Chester, Shaw & Bullock,
262 Sterling St.,
Minneapolis, Minnesota.

Sirs:

Your esteemed favor of the 24th is before me. As long as this is allowed to go on it is impossible for me to administer justice in this city. I have no desire to dispose of this case simply for the sake of money. I hope to be ready with this case, as far as possible, early in August. I suppose this will satisfy you immensely; thus far you will see I have nothing to say.

I hope to receive your answer as soon as p[illegible]

Yours in haste,

Chicago, Ill.

referring to yours of—the

we would thank you

may be in store

because of the laws of the United States

Cincinnati, O.

in such cases

it is necessary

Los Angeles

as soon as possible

yours faithfully

it is impossible

as far as

as far as possible

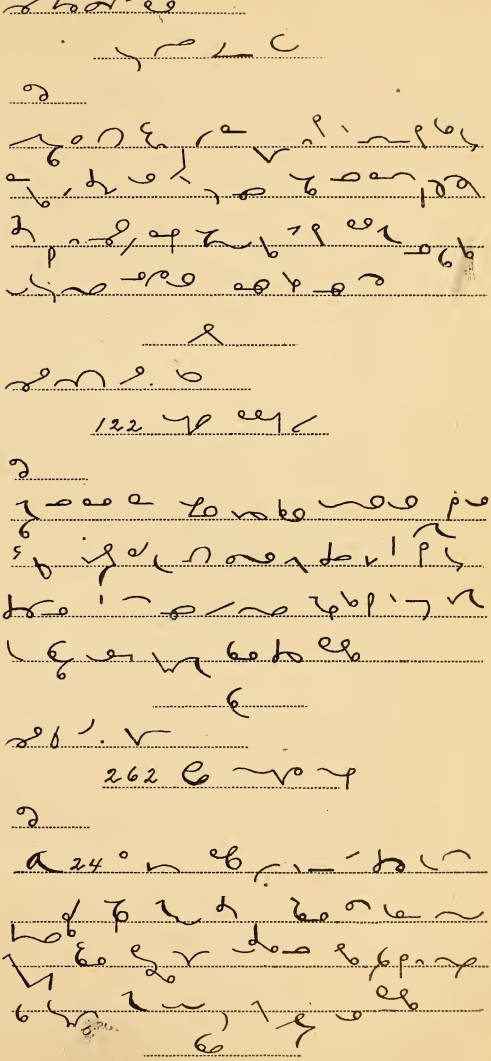
your esteemed favor of—the

as long as this is next, next week

for the sake of something

somethings

yours in haste



LESSON VII

Final Hooks

N Hook.—A small hook on the left of upright consonants and lower side of *K*, *Gay*, *Ray*, *Hay* and on the inside of curved letters.

When to Use Stroke and N Hook.—When *N* is the last sound in the word use the *Hook* excepting when preceded by two vowels as in *Lion.*—Line 1.

If *N* is followed by a vowel use the *Stroke.*—Line 1.

When circle *S*, *ST*, *STR* loops follow the *N* hook on straight consonants close the hook.—Lines 1–3.

The circle *S* following *N* hook on curved strokes must be fully within the hook.—Line 2.

When *ST* and *STR* loops and *SES* follow *N* after a curve use the stroke.—Line 2.

F and V Hooks.—A small hook on the right of upright consonants and upper side of *K*, *Gay*, *Ray*, *Hay.*

F and *V* hooks are not used on curved consonants.

If *F* or *V* ends a word use the hook; when followed by a vowel use the stroke.—Line 4.

Circle *S* following *F* or *V* hook is inside of the hook.—Line 4.

SHUN Hook.—The final *Shun* hook is placed on the inside of curved and either side of straight consonants.

If *Shun* follows a straight consonant commencing with a circle, loop or any initial hook given hereafter, *Shun* is placed on the opposite side as in *Sections.*—Line 5.

When *Shun* follows a straight consonant not beginning with a circle, loop or hook it is placed on the side opposite the accented vowel excepting after *T*, *D*, *Chay*, *J* when it is on the right side.—Line 6.

When *K-Shun* follows *F* or *V* turn the *Shun* on the lower side.—Line 7.

When *K-Shun* follows *Lay* turn the *Shun* on the upper side.—Line 7.

There are exceptions as to the side *Shun* is placed especially when followed by *L* or *R.*

Circle *S* following *Shun* hook is within the hook.—Line 7.

If *Shun* ends a word preceded by two vowels as in *Situation*, *Ish-n* or *Shay-n* is used.—Line 7.

Words ending with *ciation*, *tiation* use *Ish* or *Shay* with the *Shun* hook.—Line 8.

S-SHUN or backward SHUN.—When *Shun* is preceded by circle *S* the backward *Shun* is used as in *Position*, *Accession*, *Sensation.*—Line 8.

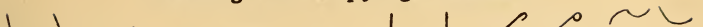
When *S-Shun* is used, the accented vowel, short *I*, short *E* or long *A* always occur between the *S* and the *Shun.* If it is necessary to vocalize, the light dot *I* may be placed before the *S-Shun* hook and the light dot *E* and the heavy dot *A* placed after.

Circle *S* may follow *S-Shun* as in *Positions.*—Line 8.

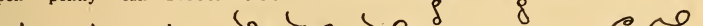
The circle *S* turned on the N hook side adds *N-S-Shun* as in *Dispensation.*—Line 8.

When *S* circle comes between two consonants as in *Dispose*, *N* is not added.

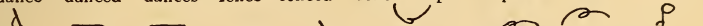
Reading and Copying Exercise

1 

pen penny fan Fannie cane canoe ten tense rain rains lion peon

2 

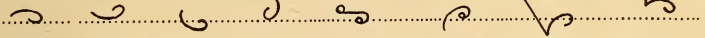
dance danced dances fence fenced fences spins spinster lance lances

3 

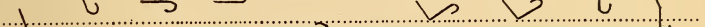
punster again against Kansas banish finish ransom lonesome sustains

4

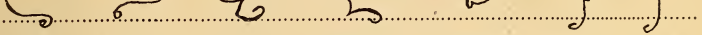
puff puffs puffy cough coffee tariffs bereaves server rivers

5 

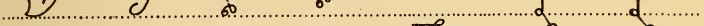
motion nation fashion session sections allusions population admission

6 

passion option auction caution cushion action portion operation edition petition

7 

vacations selections injunction assumption deviation situation tuition

8 

association initiation possessions positions accusations disposition dispensation

Consonantal Writing Exercise

N Hook.—pen, down, Jane, rain, hen, ocean, fine, orphan, sustain, ribbon, demon, moon, famine, assign, chicken, kitchen, Danish, manish, vanish, handy, tonnage, candy, bonnet, dandy, bounty, nunnery, Monroe.

N Stroke.—funny, Jennie, Fanny, honey, Cayenne, Leon, ruin, essences, renounces.

Close Hook on N side.—dance, dances, chanced, guns, bannisters, canisters.

Circle within N hook.—Spencer, evince, thence, ovens, oceans.

F and V Hooks.—above, chief, hove, positive, exhaustive, David, defeat, devote, devoid, divide.

F and V Strokes.—taffy, daffy, Java, huffy, navy, muffs, loaves, leaves, refuse. nephew.

S circle within F or V hooks.—cuffs, chaffs, archives, surfs, hoofs, roofs, rebuff, skiffs, scoffs, adjectives, beehives, behooves.

SHUN hook.—vision, lotion, mission, unction, impassion, exception, collusion, collision, devotion, division, illusion, suspicion, definition, (shun on right side) stationary, (shun on upper side) sectional. Potion, ration, action, addition, magician, Egyptian, portions, revocation, evictions. (shay-n) palliation, alleviation. (ish or shay with shun hook) vitiation, enunciation, denunciation, initiation.

S-SHUN hook.—acquisition (k-s-shun, w omitted), recessional, position, sensational, imposition, exposition, musician, disquisition (d-s-k-s-shun), supposition.

LESSON VIII

Final Hook Word-Signs

To be taken from Dictation Rapidly

1 upon
3 punish-ment
happen

2 poverty
3 hope to have

2 expense-ive
3 expanse-ive-ion

1 combine-ation
2 been

1 objection

1 objective
2 above

1 exhibition

2 subjection

2 subjective

1 between
continue-d-ing
continual-ly
2 ten, taken

1 citizen
2 circumstantial

2 circumstance
extensive

3 satisfaction

2 extension

2 whatever

1 denomination
2 done
3 had been

2 differ-ed-ent
difference
3 advance-d-ment

2 whichever

1 religion
2 general-ly
3 imagine-ary

2 generation

2 can, question

1 begin
2 begun, again
3 began

2 cover

2 gave
govern-ed-ment

1 organize

2 heaven
have been

2 phonographer-
phy

1 within
2 than, then

1 men
2 man

1 opinion
3 union

1 information

2 alone

2 revelation
3 revolution

2 recollection

2 arrange-d
arrangement

Contractions

December
discover-y
electric-ity
2 endeavor
governor
1 indifferent
irregular-ity

legislature
1 magnificent
2 magazine
manufacture-ing
2 maximum
memoranda
2 memorandum

2 mention-ed
1 minimum
November
peculiar-ity
publication
recover-y
regular-ity

reorganize
reorganization
republic
republican
representative
representation
stenographic

High Speed Phraseographs

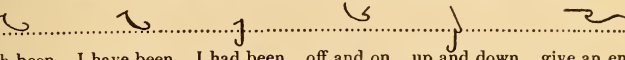
Hooks and All Appendages used to Represent Words are Most Important in Obtaining High Speed.

N Hook for ONE, OWN, THAN, BEEN, AN, AND, IN.—Lines 1–4.
F and V Hooks for OF, HAVE, TO HAVE.—Lines 4–5.
SHUN for ATTENTION, COMMUNICATION.—Lines 6–7 (very valuable in letter writing.)
S-SHUN for SESSION, THAN after S or STR.—Line 8.
S-SHUN used for CONVERSATION in Lusk's Law and Court Reporting Phrase Book.
S-SHUN used for POSSESSION in Lusk's Civil Service and Commercial Phrase Book.

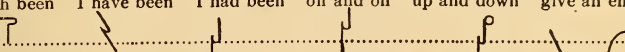
Reading and Copying Exercise

1

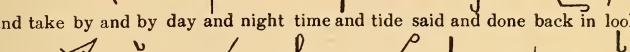
each one or one some one have one your own her own lower than higher than

2 

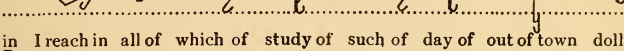
enough been I have been I had been off and on up and down give an enemy

3 

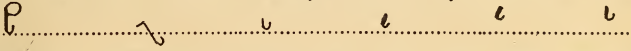
give and take by and by day and night time and tide said and done back in look in

4 

I take in I reach in all of which of study of such of day of out of town dollar of

5 

is said to have I hope to have but have who have ought to have already have

6 

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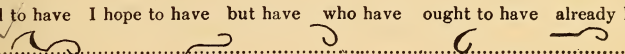
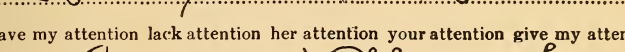
7 

your communication of the 10th in my communication of the 6th several communications

8 

autumn session any session next session less than no less than faster than

Consonantal Writing Exercise

N Hook for ONE, OWN, THAN, BEEN, AN, AND, IN.—had one, which one, but one, ought one, any one, know one, save one, like one, leave one, any one, take one out, pick one out, give one out. My own, our own, leave my own, have your own. Will have been, should have been, take an oath, live and hope, come and go, go and come. Go in, come in, stay in, live in hopes, hope in vain.

F and V Hooks for OF, HAVE, TO HAVE.—out of, but of, make of, back of, cake of, desk of, step of, stitch of. Which have, or have, as much have, are to have, said to have, hope to have, she is said to have, he is said to have.

SHUN Hook for ATTENTION, COMMUNICATION.—give your attention, our attention, have attention, I have your attention, you have my attention, you will have my attention, I will have your attention. Our communication of the 6th, my communication of the 1st, her communication of the 10th.

S-SHUN Hook for SESSION, following Circle S or STR for THAN.—some session, special session, this session, last session. Much less than, I hope to have less than.

LESSON IX

Each of these letters contain 100 words and must be written from dictation in one minute, or less, writing proper names in shorthand and leaving a space of about ½ inch for a period. (Students should write them very carefully, according to engraving on opposite page, and then write them many times before speeding.)

United States Publishing Co.,
Washington St.,
Boston, Mass.

Sirs:

I beg to acknowledge the receipt of your communication of the 1st inst. I hope to have some information within nine or ten days as soon as the organization of our extensive manufacturing business is disposed of and will then signify my desires and give my attention wholly to your publication. The opinion is general among many customers who have taken advantage of the advertising in this week's publication, for combination, in succeeding issues and satisfaction as to the disposition of the case was extraordinary.

Thanking you in advance,

Yours respectfully,

First National Bank,
Kansas City, Mo.

Sirs:

Your esteemed communication of the 10th will have my attention as soon as I receive my regular monthly government checks which should have been in before this. Herewith is a check on the Commercial National Bank of New York City for $1,000. I am sorry to say this was less than I expected at this time, but in as much as I will have the government checks mentioned by and by, I hope this will be satisfactory.

You will receive checks as they come in just as fast as possible.

Yours sincerely,

Messrs. Foster, Stern, West & Co.,
Manchester, England.

Sirs:

Replying to your esteemed favor of the 6th of November will say if you will advise us the name of the line, steamer and the day of sailing your representative expects to leave England, I will have a man look out for him as soon as he reaches New York. Business with us has been slow the month of August but think large improvement is in store for us. Wholesale houses in this city are advertising again. For the first time in many months this has never been done.

Faithfully yours,

U. S. Publishing Co.

Washington

Boston, Mass.

I beg to acknowledge the receipt of your communication of—the

I hope to have

nine or ten days

yours respectfully

replying to your esteemed favor of—the

thanking you in advance

First National Bank

Kansas City, Mo.

your esteemed communication of—the

Commercial National Bank

I am sorry to say

at this time

by and by

last week

this week

just as fast as possible

for the first time

faithfully yours

Mississippi Manufacturing Co.,
South Lexington St.,
Memphis, Tenn.

Sirs:

Your esteemed favor of the 8th inst. has been delayed six or seven days owing to severe storms in this section, roads are running again regularly and you will have your cushions within several days. Finish and style of these cushions are the best possible. No pains have been lacking and upon examination you will see many significant changes in the selection of the cases. We expected to receive your decision in the tariff issues last week, as yet no advices have been received.

Hoping to hear from you soon,

Respectfully,

Mosley Aluminum Co.,
Michigan St., West,
Lancaster, England.

Sirs:

Answering your communication of the 10th will say on the 30th day of August I wrote you to ship as soon as possible 80 boxes aluminum at $20 each, but as yet I have no invoice of the same and so far as the receipt of same, no information has been given us. Will you have some of your representatives look into this and advise us just what has become of the boxes so we can locate the invoices and be on the lookout for the same.

Yours in haste,

National Banking Association,
Menominee, Mich.

Sirs:

Messrs. The Manning Co. National Bank note manufacturers advise us of the peculiarity of the ink of the style necessary in manufacturing bills of large denominations at Washington. It should be unnecessary for us to represent your house in these things and will save nothing by taking the case up at once. Next week our customers will obtain a system possessed by none in the U. S. In the meantime it is safe to ship whatever you desire at one time. The peculiar circumstances of the case are expensive for us.

Yours sincerely,

Memphis, Tenn.

your esteemed favor of--the

six or seven

in this section

Minneapolis, Minn.

answering your communication of—the

Lancaster, England

30th day of, $30

so far as
so far as possible

National Banking Association

Menominee, Mich.

National Bank note

at once, at one time

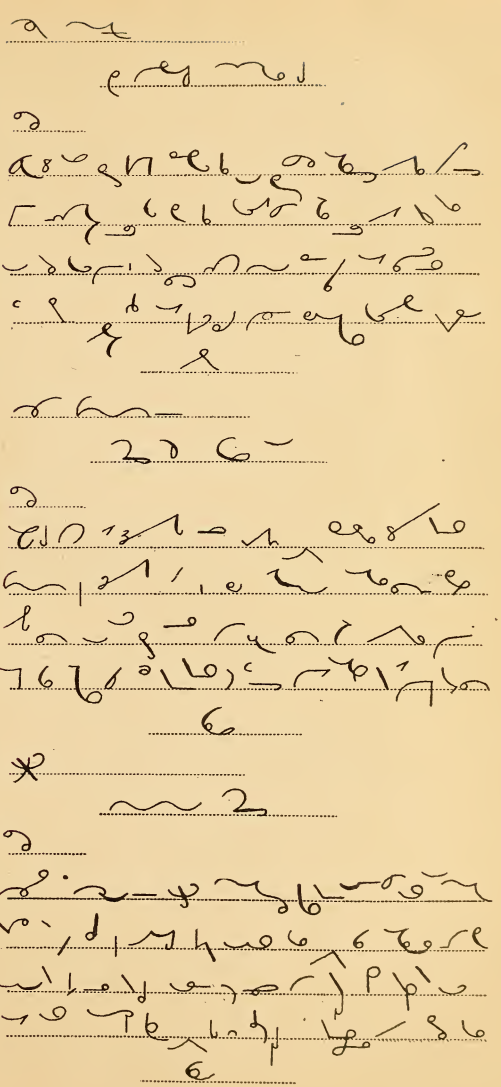
in the meantime

stenographer-phy

in these things

it is safe

peculiar circumstances of the case



LESSON X

Double Consonants of the L and R Series

L Hook.—A small initial hook on the right of upright consonants and upper side of *K* and *Gay* when a double consonant is formed as *PL* in *Play*, *PL* in *Apple.*—Line 1.

L hook cannot be used in small words like *Pail* (excepting Word-Signs) as *P* and *L* are not one sound, an accented vowel occurring between.

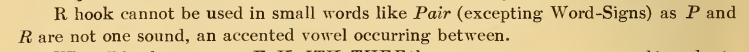
L Hook on the beginning of *SH* is invariably written up and named *Shel*, only used when joined to other consonants.—Line 4.

R hook.—A small initial hook on the left of upright consonants and lower side of *K* and *Gay* when a double consonant is formed as *PR* in *Pray*, *KR* in *Crow.*—Line 2.

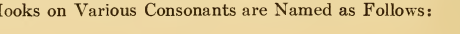
R hook cannot be used in small words like *Pair* (excepting Word-Signs) as *P* and *R* are not one sound, an accented vowel occurring between.

When *R* hook occurs on *F*, *V*, *ITH*, *THEE* these consonants are reversed in order to place the hook on the left side. *R* hook is not used on *AR*, *WAY*, *S* and *Z*.

L and *R* Hooks on Various Consonants are Named as Follows:



The *R* hook on *Lay* and *L* hook on *Ray* and *L* hook on *M* and *N* is enlarged; the *R* hook on *M* and *N* is small but the consonants are thickened. Large *L* hook may be used on *ING*.



On large words *L* and *R* hooks may be used although a vowel occurs between the consonant and hook.—Lines 7–8.

When *SH* is followed by *Ker*, *Ger*, *Per*, *Ber*, *Fer*, *Ver* use *Shay*.—Line 2.

Rules for upward and downward L and R.—When *L* begins a word use *Lay* except ing before *s-n* as in *Listen* and *ing* in *Lung.*—Writing Exercise I.

When a vowel precedes *L* use *EL* excepting when followed by a descending consonant other than *J*.—W. E. II.

When *L* ends a word after *F*, *V*, *Ray* or two vowels use *EL*, in all other cases use *Lay.*—W. E. III. When *L* follows *N* use *EL*, after *M* use *LAY*.

When *R* begins a word use *Ray* excepting before *M* and *MP.*—W. E. IV.

When a vowel precedes *R* use *AR* excepting when followed by a descending consonant other than *AR* or *ISH.*—W. E. V.

When *R* ends a word use *AR* excepting after *M*, *MP* or two descending consonants.—W. E. VI; if followed by a vowel use *Ray.*—W. E. VII.

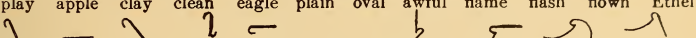
In all cases not covered by the above rules use the most convenient *L* and *R*.

Special Vocalization.—If necessary to place a vowel between a consonant and *L* or *R* hook, the dot vowels are made into circles placing the long vowels before and the short vowels after. Dash vowels or diphthongs may be struck through or at the beginning or end.—Line 8.

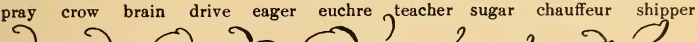
Reading and Copying Exercise

1.

play apple clay clean eagle plain oval awful flame flash flown Ethel

2. 

pray crow brain drive eager euchre teacher sugar chauffeur shipper

3. 

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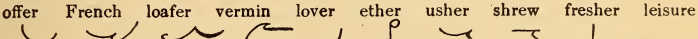
4. 

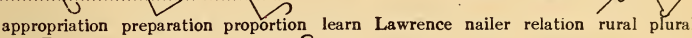
official initial shilling legal shovel stifle noble cable table uncle

5.

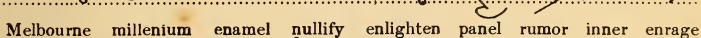
chaplain aeroplane likely Brockton Nebraska oppression approbation application

6.

appropriation preparation proportion learn Lawrence nailer relation rural plural

7. 

Melbourne millenium enamel nullify enlighten panel rumor inner enrage

8. 

normal marshal Barclay philosophical voluminous German Parker Gardiner

Consonantal Writing Exercise

L hook.—bloom, apply, ably, eclat, ogle, glum, blame, clasp, flow, devil, muffle, Thelma; (shel) shelling, shelf, Sheldon, bushel, partial. Total, couple, topple, giggle, bevel, bethel, Mabel, enable.

R hook.—upper, utter, pry, broom, train, group, greedy, crepe, prohibition (per-b-shun 1st position), trickster, ledger, voucher, gripman, cracker, fray, vermicelli, mover, chagrin.

LER, REL, MEL, NEL, MER, NER.—barrel, animal, panel, analyzation, Nelson, unluckily, unlikely, inhalation (nel-shun), miraculous, mariner, grammar, unrighteousness, nourish, trainer.

See Rules for L and R:—

I—LAY.—leak, like, leg, lamb, legible, legal, likely, (exception *EL*) licenses, listens, loosens, lung, lank, Lincoln.

II—EL.—alike, alack, alum, Alaska, Alleghany; (exception *Lay*) alive, elope, aloof; (*EL*) allege, illogical, eulogy.

III—EL.—file, vowel, vale, royal, duel, jewel; (*Lay*) bail, billy, tally, jail, jelly, fellow, mellow; (medial *Lay*) pulp, bailiff.

IV—RAY.—rack, rag, rug, rasp, reap, roger, reply, rumor, (exception *AR*) rim, roam, romp, remain.

V—AR.—arm, ark, argue, (exception *Ray*) aright, earth, arch, urge, Europe, (*AR*) error, Irish.

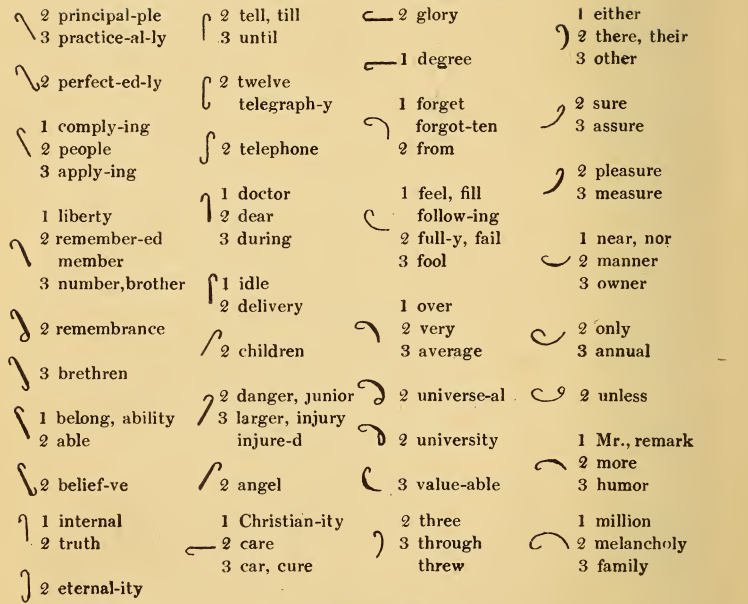
VI—AR.—fear, fair, bear, chair, poor, (exception *Ray*) pure, mayor, Meyer, despair, aspire, sincere, officer.

VII—RAY.—fiery, fairy, vary, fury, cherry, jury, merry; (medial *Ray*) forge, barge, dirge.

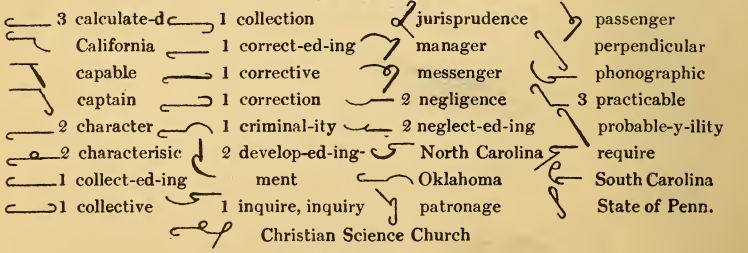
LESSON XI

Initial Hook Word-Signs

To be Taken from Dictation Rapidly



Contractions

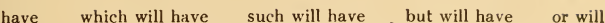


High-Speed Phraseographs

WILL, ALL represented by **L Hook.**—Lines 1–4.

ARE, OUR (3d position for WERE) represented by **R Hook.**—Lines 4–8.

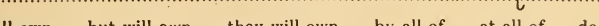
Reading and Copying Exercise

1. 

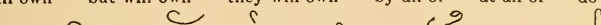
it will have which will have such will have but will have or will have

2.

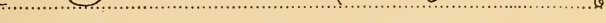
who will own but will own they will own by all of at all of do all of

3. 

have all know all in all of all to all are all of us take all of us

4. 

already all of us before all of us ought all to have but all of or are of which are of

5. 

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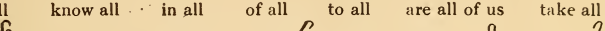
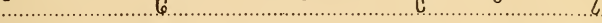
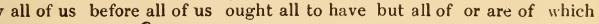
6. 

by our own which our in our own have our own know our own state our

7. 

stage our set our seat our strike our satisfy our seat our own of our own

8. 

but our own take our own judge our own show our own teach our own leave our own

Consonantal Writing Exercise

L hook for WILL and ALL.—at will, my will, in my will, at will of, who will have; which all, had all, my all, eat all of, before all of, or all of, but all of, but all one, much all, such all, said all, save all, make all, take all, take all of, bake all of, do all of, which all of, to all of, ought all have.

R hook for ARE, OUR, and WERE when in 3d position.—each are of, or are of, all are of, but are to have, or are to have, all are to have, but are of; (*N* hook for *IN*) which are in, which were in, they are in, they were in, each are in; have our own, back our own, had our own, save our own, leave our own, at our own, bake our own, cook our own, before our own, already our own, but our own; which are one, which were one, such were one.

LESSON XII

Each of these letters contain 100 words and must be written from dictation in one minute, or less, writing proper names in shorthand and leaving a space of about ½ inch for a period. (Students should write them very carefully, according to engraving on opposite page, and then write them many times before speeding.)

Mr. John Post, Gen. Frt. Agt.,
Southern Pacific R. R.,
146 Canal St.,
New Orleans, La.

Dear Sir:

I am in receipt of your favor of the 1st inst. Enclosed herewith is bill of lading for the 12 cases groceries en route to Los Angeles, Cal., delivered to the Southern Pacific R. R. by the Mallory S. S. Co. prepaid charges. In this connection we have to advise you in reference to customer's arrangement with our company. They must be delivered within ten days from this time, otherwise we can expect no more business from them.

Please acknowledge receipt and oblige,

Respectfully yours,

Messrs. Thomas Marshall & Sons,
282 Washington Ave.,
Columbus, O.

Dear Sirs:

I beg to acknowledge the receipt of your favor of the 8th enclosing all papers in respect to our claim against the government which has been in your possession several months. In reference to the issues of $10,000 to $30,000 Municipal Stocks for the purpose of school houses they will be discussed at our own annual call in January. The principal difficulty is to have people belonging and members appear during these months. Arrange things and advise us just as soon as possible.

Very respectfully yours,

U. S. Developing and Lithographing Co.,
226 Mobile Ave.,
Birmingham, Ala.

Dear Sirs:

I take pleasure in acknowledging the receipt of your favor of the 1st inst. and in reply will say I desire to call your attention to the manner in which you will have us placed at the next regular State Fair Exhibition to be given in your city. I am very sorry this has happened but of course, can only hope you will remain near us in the exhibition until the close of August. Take care of all such privileges as well as possible.

Yours very respectfully,

General Freight Agent

Southern Pacific R. R.

New Orleans, La.

enclosed herewith

bill of lading
en route

Mallory S. S. Co.

prepaid charges

in this connection

in reference to—the
in respect to—the

I desire to call your attention

please acknowledge receipt and oblige

respectfully yours

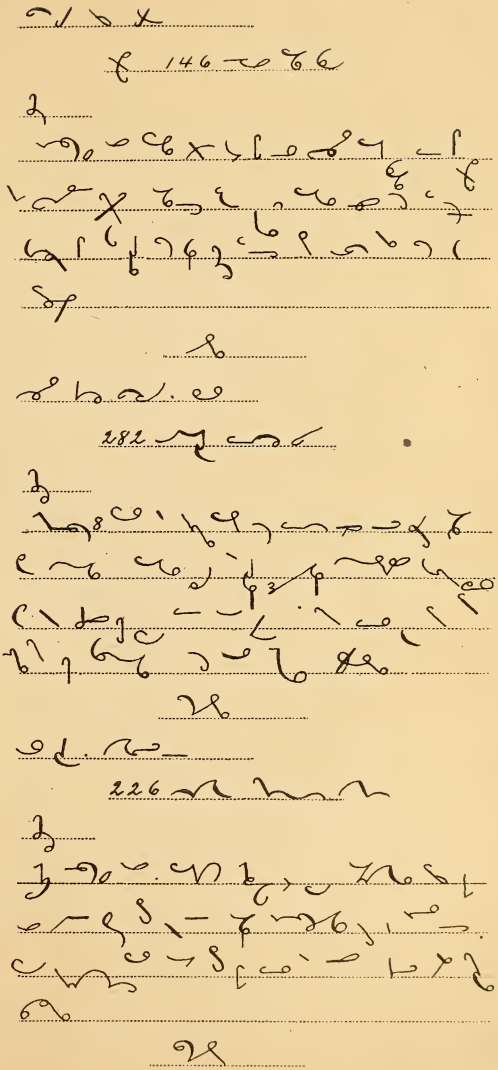
I take pleasure in

Columbus, O.
in reply will say

Birmingham, Ala.
for the purpose of

I beg to acknowledge the receipt of your favor of—the

$10,000, $30,000
take care of



Messrs. Flynn Silver & Co.,
10 Macon Ave.,
Nashville, Tenn.

Dear Sirs:

Replying to your favor of the 1st inst. shall be pleased to receive your communication in reference to representing you in this district and as soon as I receive same it will have my attention at once. I may say I am already representing nine or ten firms at the present time and you will see my time is very well taken up. However, I am in communication with several parties and disposition of the same rests wholly upon the proposition you may make to me.

Respectfully yours,

Cashier Merchants National Bank,
Milwaukee, Wis.

Dear Sir:

I am in receipt of your favor of the 10th in relation to collection of principal $3,000 for Messrs. Sherman & Coleman and in reply will say the information received from them is as follows: The principal draws the legal 6% per annum and no more, but in as much as I am expecting to receive your communication which I hope will be within a week or ten days, same will remain in my possession until I receive such information from you and trust this will be satisfactory.

Yours sincerely,

Mr. Jerome Fernal, Ass't Gen. Frt. Agt.,
Pennsylvania R. R.,
Germantown, Pa.

Dear Sir:

Replying to your favor of August 10th. Please advise us at once in reference to charges on coal coming from other lines of the West. Ship those which are of importance, namely: Those over the Lehigh Valley R. R. Shippers advise us they were to ship in regular manner allowing all charges and collections f. o. b. Lancaster. Shippers through the West seem to have no recourse whatsoever if parties refuse to pay c. o. d. memoranda. Our managers are expecting to ship on memorandum only.

Truly yours,

Nashville, Tenn.

Milwaukee, Wis.

shall be pleased

we shall be pleased

at the present time

as well as possible

very well, my attention

Merchants National Bank

I am in receipt of your favor of—the

in relation to—the

truly yours

as follows, 6% per annum

week or ten days in my possession

other instructions

Ass't Gen. Frt. Agt., Penn. R. R.

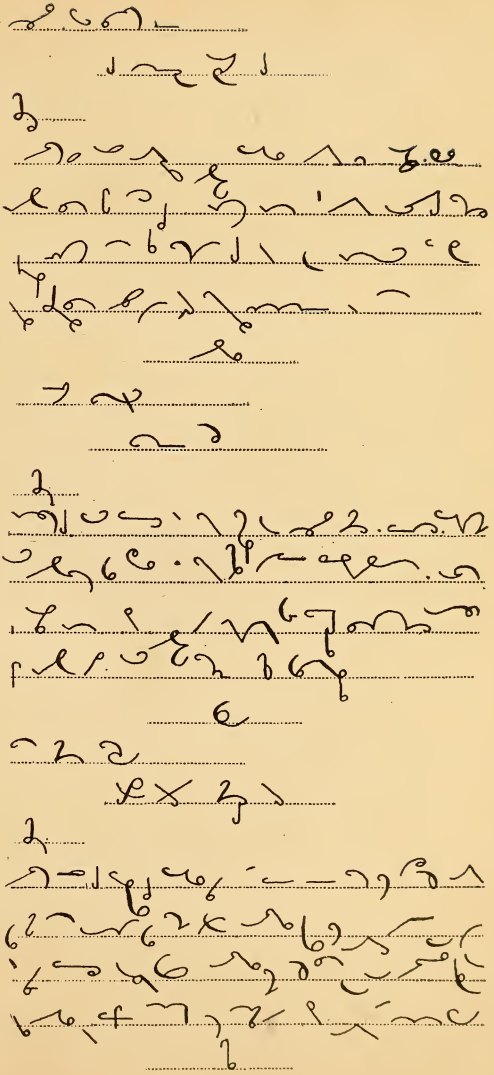
Germantown, Pa., Lehigh Valley R. R.

replying to your favor of—the

please advise us

f. o. b.

c. o. d.



LESSON XIII

Enlarged L and R Hooks

The *L* hook may be enlarged to add *R*.—Line 1.

The *R* hook may be enlarged to add *L*.—Line 1.

Triple Consonants of the L and R Series.—The circle *S* is place fully within the *L* hook, the circle is read first and the vowel either precedes or follows the double consonant.—Lines 2–3.

When the circle precedes the double consonant of the *R* series on straight consonants the hook is closed.—Line 4.

The circle *S* is placed fully within the *R* hook on curved consonants or when it comes between two consonants as in *Destroy*, *Distress*.—Line 4.

Imperfect Triple Consonants.—Occur often in both *L* and *R* hooks with the circle *S*, in which case the circle is elongated.—Line 5.

Irregular Consonants.—When *SKR*, *SGR*, *SFR*, *SVR* follows *T* or *D* and where the *SPR* follows *J* they are written irregularly.—Line 5.

Quadruple and Quintuple Consonants.—The *ST* and *STR* loops on the left side of upright consonants and on the lower side of *K* and *Gay* form quadruple and quintuple consonants of the *R* series.—Line 6.

The loops are always read first and the vowel precedes or follows the double consonant.

The circle in the same manner may be placed in the *PREL* and *PLER* hooks as in *Scholar*.—Line 1.

IN, UN, EN HOOKS.—When followed by circle *S*, a hook is attached and used only when inconvenient outlines result in using the *N* stroke. It is most valuable when it precedes the triple consonant of the *L* and *R* series.—Lines 7–8. It may also be used without the circle in words like *Involve* and *Envelope*.—Line 8.

Word-Signs

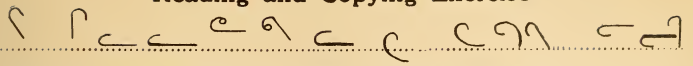
2 concern — 1 describe-d-ing — 2 experienced — 1 inscription

2 consider-ed-ing — 1 description — 2 express — 1 inscriptive

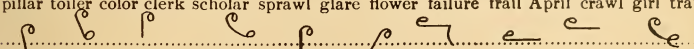
2 consideration — 1 descriptive — 1 extreme external — 2 strength

2 control — 2 experience — 1 inscribe — 2 superintendent

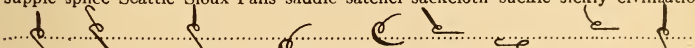
Reading and Copying Exercise

1 

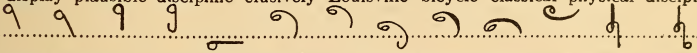
pillar toiler color clerk scholar sprawl glare flower failure frail April crawl girl trail

2 

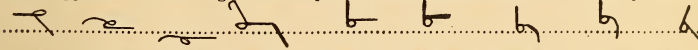
supple splice Seattle Sioux Falls saddle satchel sackcloth suckle sickly civilization

3 

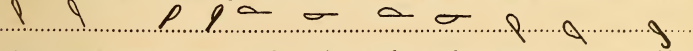
display plausible discipline elusively Louisville bicycle classical physical disciple

4 

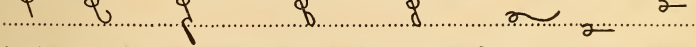
spry supper cedar citron cigar suffer cipher saffron sever summer sinner destroy distress

5 

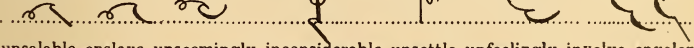
gospel musical masker prescribe descry disagree dissever decipher Jasper

6 

stop stopper stage stager stick sticker strike striker strap strapper stubborn

7 

inspire inspiration inseparable unsuppressed inexperienced insomnia unscrew insecure

8 

unsalable enslave unseemingly inconsiderable unsettle unfeelingly involve envelope

Consonantal Writing Exercise

Enlarged L Hook.—player, plier, Polar, cooler, clear, viler, flyer, floor, flour, jollier, killer, jailer, boiler. Saddler, settler, dispoiler.

Enlarged R Hook.—drill, drell, pearl, Carl, Averill, corporal, grill. Scrawl, sprawl, stroll.

Triple Consonants L Series.—spleen, splash, supple, Sybel, briskly, disclaim, fiscal.

Triple Consonants R Series.—sober, super, sadder, seeker, sacrifice, supersede, superinduce, supreme, scribe, screen, scrape, scruple, scratch.

Imperfect.—basker, prescribe, disburse.

Irregular.—cheesepress, disgrace.

Circle within R Hook.—distress, besieger, prosperous.

Quadruple Consonants.—stopper, stabber, stouter, stitcher, stagger, stutterer, staggeringly.

Quintuple Consonants.—stripper, strapper, stretcher, strutter.

IN, EN, UN hooks.—incisor, inexperienced, insulation, uncivil, unsuppressed, unceremoniously, unscrupulously, insertion, inflame, unfledge, invulnerable, infelicity, unfeelingly, unveil.

LESSON XIV

Various Ways of Representing W. Y. H.

W Hook is always used on LAY, RAY, M. N.—When *W* precedes these four consonants the hook for *W* is read first.—Line 1.

When a circle precedes *W* on these consonants, it is placed fully within the hook.—Line 1.

Thickening the hook adds *H*.—Line 1.

When *W* hook occurs on *L* followed by *N*, *SN*, *ING* write the *L* downward as in *Wellington*.—Line 1.

Various Ways of Representing W and Y on other consonants.—When *W* and *Y* are the only consonants in a word or if a word commences with a vowel followed by *W* or *Y* the stroke is used.—Line 2.

When joined to other consonants the stroke or brief semicircle may be used whichever is most convenient. When the semicircles for *W* and *Y* are used, turn them in the direction that will make an acute angle.—Line 2.

Various Ways of writing H.—The stroke is always used when standing alone.

The *H* tick is slanting in the direction of *CHAY* and always used on nine consonants, viz :

K, *G*, *WAY*, *M*, strokes *S* and *Z*, downward *R*, upward *L*, *MP* or *MB*.—Line 2.

On all other consonants use the stroke.

Dot *H* placed immediately before a vowel or diphthong may be used if necessary in the middle of a word.

High-Speed Phraseographs

Enlarged L hook is used for **OUR, ARE and 3d position for WERE.**—Line 3.

Enlarged R hook is used for **WILL, ALL.**—Line 4.

Circle S may also be used in phraseographs with the *L* and *R* hooks both small and enlarged.—Line 4.

IN, UN, EN hook may be used for **IN, IN THE**; with circle for **IN HIS, IN AS.**—Line 5.

WE, WITH represented by **W hook on LAY, RAY, M. N.**—Lines 6–7.

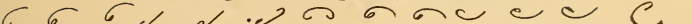
WE represented by **W hook on SHAY** only in phrasing.—Line 8.

Initials in Shorthand

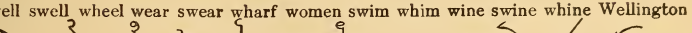
Initials must not be written in longhand but use the consonants, writing heavy strokes above and light on the line.

a b c d e f g h i j k l m n o p q r s t u v w x y z

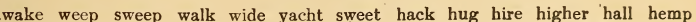
Reading and Copying Exercise

1. 

well swell wheel wear swear wharf women swim whim wine swine whine Wellington

2. 

awake weep sweep walk wide yacht sweet hack hug hire higher hall hemp

3. 

at all our stores at all our own stores buy all our own give all our give all our own stores

4.

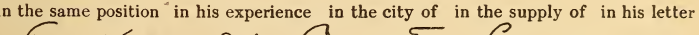
supply our supply our own supply our own stores save our all give our all pay our all

5.

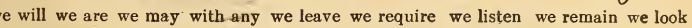
in the same position in his experience in the city of in the supply of in his letter

6.

we will we are we may with any we leave we require we listen we remain we look

7. 

with love with many as we manufacture we mention as we will remain as we know

8. 

we shall never as we shall be pleased as we shall have our own as we shall lose

Consonantal Writing Exercise

W hook, SW, HW on LAY, RAY, M, N.—wiles, wire, Warren, women, worn, wean, wane, Wednesday, Winston. Swill, swore, swarthy, sworn, swerve, swain, swimming. While, whimsical, whence, Wharton.

W stroke.—wise, wooes, woes, awoke, swamp.

Semicircle W.—wed, weed, wad, witch, wedge, weave, wove, week, walk, wag, (tick H) whack, whig, (s circle) switch, Swede, Sweden.

Y stroke.—yes, yeast, Yankton, Yankee, yawn.

Semicircle Y.—Yeddo, yoke, yellow, yelp, Yale, yell, yule.

H stroke.—high, higher, highest hue, horrid, Harry, hen, Henry.

Tick H.—hook, hag, Hackney, ham, humble, Hampton, hussy, hazy, hare, hale, hill, hollow, hello.

Enlarged L hook.—be all our, take all our, have all our, view all our, because all our, beg all our, for all our, have all our own, do all our own, which were all of.

Enlarged R hook.—at our will, by our will, give our all, do our all.

IN, EN, UN hook.—in the same way, in some things, in the same thing, in the same manner, in the section, in the express, in the extreme, in the settlement of, in consideration of, in the selecting of, in the selection of, in as many as possible, in the description of. (stroke N) in as large as.

W hook for WE and WITH.—we loan, we run, we retain, we refuse, we may know, we never, we engage, with life, with less, with many, with many thanks, with enough, with nice, as we leave, as we will have them, as we are in, as we are wrong, (downward L) as we listen. As we may mention, as we manufacture, as we shall have our, as we shall lose.

LESSON XV

Each of these letters contain 125 words and must be written from dictation in one minute, or less, writing proper names in shorthand and leaving a space of about ½ inch for a period. (Students should write them very carefully, according to engraving on opposite page and then write them many times before speeding.)

Messrs. Williams, Winston & Stevens,
Wheeler St.,
Seattle, Wash.

Sirs:

We are in receipt of your instructions setforth in your favor of the 10th which will have our attention at once. With reference to the insertion of the clause "Fire insurance companies only" in as many as five or six instances at least, we may mention, this was done in similar policies. They were policies issued in the same manner by our own representatives in San Francisco. Of course, this is no real error but there is a chance someone may take advantage of the same. Mr. Sell's book "Laws of the People of the United States" makes the knowledge of the policies very clear.

Please acknowledge receipt of my several communications.

Very respectfully yours,

Messrs. Spellman & Saddler,
Schuyler St.,
Sacramento, Cal.

Dear Sirs:

We are in receipt of your favor of April 1st and in reply will say we represent the largest drug stores in the U. S., in our special line and we mean to at all times give our customers advantage of our long experience in this section of the country. Again and again we receive calls from people who are in the same line of business but our own practical experience tells us they may be in the same position. At the present time we do all our own manufacturing and give our own customers lower prices than similar wholesale supply stores in the West.

Other communications in relation to this are enclosed.

Respectfully yours,

Messrs. Schiller, Averill & Sons,
10 Sutter St.,
San Francisco, Cal.

Dear Sirs:

In reply to your favor of the 9th will say it appears Mr. Fleming of the firm of Fleming & Marshall has taken inexperienced salesmen at all of his branch stores at less than it is possible to obtain experienced men. In consequence of the same they are sure to have losses and probably lose control of the other stores. We mention this for the sake of giving you a personal knowledge of the success or failure of such changes. You may be in possession of the other circumstances of the case next week. We will have our own salesmen call upon you who are to have full lines.

Yours very respectfully,

Seattle, Wash.

Sacramento, Cal.

we are in receipt of
your instructions

in your favor of—the

with reference to—the
five or six

insurance companies
in the same manner

please acknowledge receipt

at least, of course

in as many as

set forth, set off

by our own

in reply to your favor
of—the

very respectfully yours

yours very respectfully

at less than
in consequence of—the

we are in receipt of your
favor of—the

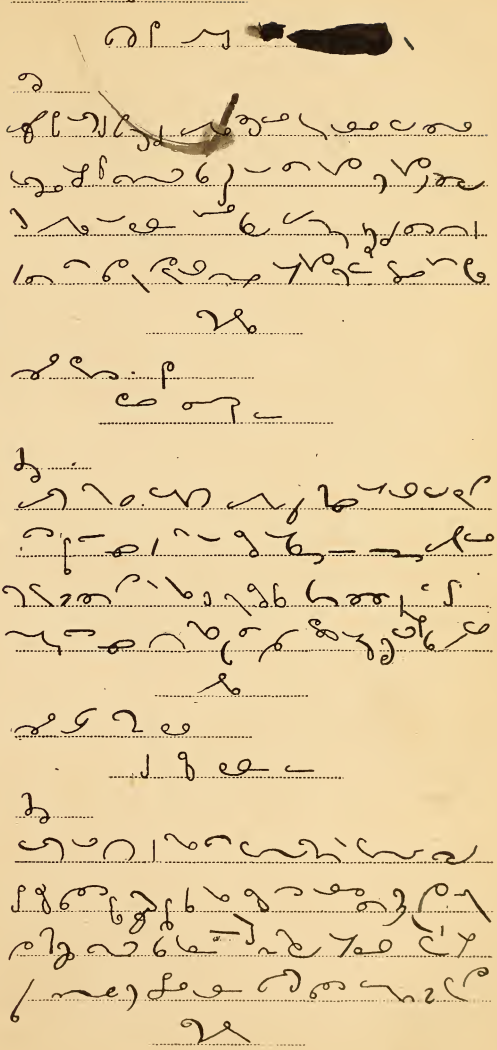
we mean to, at all times

again and again
but our own

tells us

they may be

in the same position
do all our own



Messrs. Charles Scribners & Sons,
126 Pearl St.,
New York City.

Sirs:

We are in receipt of your favor of February 12th. Please acknowledge receipt of the papers as per instructions and call our attention to those things you may consider of importance. In the meanwhile try to have things arranged and settle our difficulties as well as you can. We would suggest partial installation of machines at once. In our store in Los Angeles, Cal., we like to have as many as possible continually manufacturing supplies and you will have our own assurance of the same scale of prices described in our price lists. We will ship stoppers for glassware Wednesday morning via Wells Fargo Express Co.

Please wire us at once.

Very respectfully,

Messrs. Sibley, Suitor & Co.,
Sterling St.,
Spokane, Wash.

Sirs:

We are in receipt of your favor of January 1st inst., and in reply will say. As we are aware of continual extraordinary exertions of the several organizations said to have extensive control of the press at all of important passenger stations in all of the West, we will require passengers to deliver personally all legal papers in reference to the rules and regulations. While our rules and regulations have been described fully in our own work of the same description, in all probabilities you have never had one occasion to refer this to us for our decision and we must therefore decline to be governed at all by mistakes liable to happen.

Yours respectfully.

Messrs. George Parker & Sons,
23 Salem St.,
Atlanta, Ga.

Dear Sirs:

Replying to your esteemed favor of July 10th we will say. In consideration of the many failures to supply us with information we shall have to suggest special examination of the books to see if our customers have been mentioned or taken into consideration when excessive overcharges have been arranged. We are sorry this is necessary but circumstances over which we have no control require such steps. In the meantime it is always best to keep memoranda of the many things which are of importance and advise us just as soon as possible.

Hoping to hear from you soon, assuring you of our desire to please you at all times.

Very respectfully yours,

you may be in possession

we will have our own

circumstances of the case
call upon you

as per instructions
call our attention

in the meanwhile

in the course of conversation

in our store
we like to have

you will have our own

price lists, we will ship

Wednesday morning
please wire us at once

Wells-Fargo Express Co.

Spokane, Wash.

Atlanta, Ga.

we will say

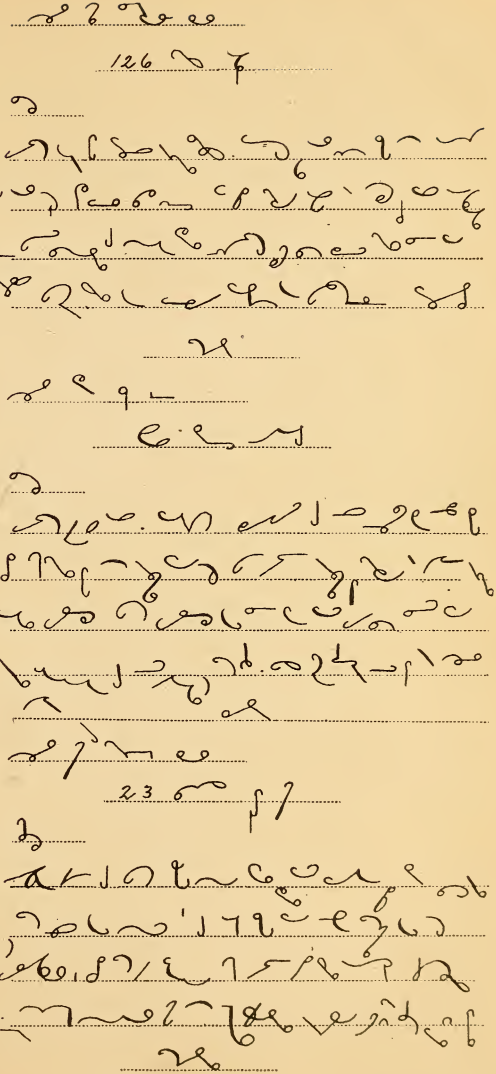
rules and regulations

in consideration of the

passenger stations

give our own, we shall have

we are sorry this is
necessary



LESSON XVI

Halving and Doubling Principle

The frequent occurrence of *T* and *D* necessitates *halving* for these letters and *doubling* for *TER, DER, THER.*

If a consonant is made half length either *T* or *D* is added but does not alter the order in which appendages are read.

If a consonant is made double length it adds *TER, DER* or *THER* usually read lastly although if a word ends with *N, F* or *V* hook the *TER. DER* or *THER* may be read before or after the hook as in *Modern, Surrender.*—Line 8.

When *T* or *D* occurs in a word medially or finally, the first consonant preceding should be halved unless this consonant is *N, F* or *V* in this case the hook is used and the consonant preceding the hook is halved.—Line 3.

Halving Principle is valuable in the past tense of verbs:—

PLAYED same as **PLAY** half size.		**PAWNED** same as **PAWN** half size.	
PRAYED " " **PRAY** " "		**CLEANED** " " **CLEAN** " "	
PUFFED " " **PUFF** " "		**CAUTIONED** " " **CAUTION** " "	

In reading half length words, *T* or *D* is read lastly, after all appendages. Circle *S* is the only exception. If a word is halved and ends with circle *S*, it must be read *TS* or *DS* and not *ST* or *SD.*

The four consonants *LAY, AR, M, N* are made half length light for *T* and heavy for *D.*—Line 5. *LT* is written up and *LD* down. *LT* being upward, initial appendages are at the bottom and final appendages at the top; on *LD* the appendages are reversed. *Land* in *Motherland* is written with upward *L* and downward *L* in *Inland.*

WAY, YEA, EMP and *ING* may be halved only when they have final appendages as in *Impend, Impassioned.*

W is halved in the word-sign *Witness.*

When the halving principle is used there must be an acute angle between two consonants.

N cannot be made half length in *Minute.*

K cannot be made half length after *F* in *Affect* or *K* in *Select;* the stroke *T* must be used.

ED Principle.—In the past tense of verbs ending with *ED* use *D* stroke, joined or disjoined whichever is most convenient.—Line 6.

TED Principle.—Words ending with *TED, T* can be halved joined or disjoined whichever is most convenient.—Line 6.

ING double length adds *KER* or *GER.*—Line 8.

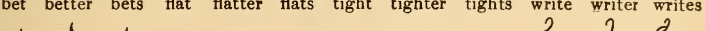
MP or MB double length adds *PER* or *BER.* —Line 8.

All other consonants double length add *TER, DER, THER, DHER.*

Reading and Copying Exercise

1

bet better bets flat flatter flats tight tighter tights write writer writes

2 

vote voter votes hat hatter hats grand grander grandest short shorter shortest

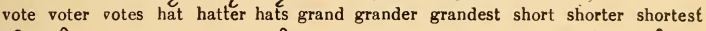
3 

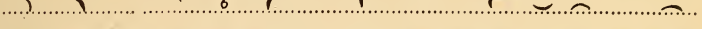
plate plater proud prouder plant planter raft rafter graft grafter carburet carburetor

4

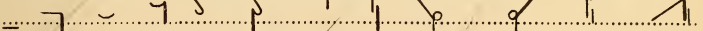
remained remainder rejoined rejoinder fashioned occasioned auctioned stationed

5

heart hard light lied slate sold wilt willed sward swelled end met neat aimed

6 

act acted note noted point pointed treat treated posted adjusted situated radiated

7 

chandelier birthright footstep flashlight participate standstill Alexander untrammelled

8

structure retire astern veteran surrender fender linger anchor scamper embarrassment

Consonantal Writing Exercise

Half length.—etched, east, ebbed, added, feet, aft, wrote, head.
Past Tenses of Verbs.—talked, picked, capped, clubbed.
After N hook.—paint, vend, pound, hound, gained, respond, suspend.
After F or V hook.—puffed, coughed, hived, raved.
After SHUN hook.—passioned, cushioned, stationed, motioned.
Circle S after Half Lengths.—fights, heats, goods, cuts. **Circle S within F or V hook.**—tufts, rifts, gifts. **Circle S on N hook side and within N hook on curves.**—pints, tends, gents, hints, rents. Vends, lands, mounts.
Special Vocalization and Halving.—card, board, guilt, killed, scold, afford, court, cheered. **L, AR, M, N light for T, heavy for D.**—mud, might, omit, hummed, stamped, pumped, climate, granite, nut, aimed; (*LT* up) late, slot, waltz, melt; (*LD* down) old, load, sealed, walled. **Halved with N and SHUN hook.**—impend, yawned, impassioned. **Halved S up or down.**—vacationist, elocutionist, finest, vainest, meanest, **Halved with ST loop.**—fattest, modest, neatest, brightest, slightest. **Words not Halved.**—popped, kicked, cloaked, locate, evoked. **ED (disjoined or joined when angle is formed.)**—handed, noted, landed, heated, voted, edited, dreaded, yielded. **TED (disjoined or joined when angle is formed.)**—instituted, substituted, visited, elicited. **Halving medially.**—editor, auditor: (ray) auditory, arbitrary; fountain, secretary, catalog, Indiana, catastrophe; (lay) metal; (el) vital, needless, endless. **Both Consonants Halved.**—candidate, intend, deduct, predict, affidavit, maintained. **MP and MB doubled.**—temper, jumper, lumber. **NG doubled.**—anger, hunger, banker. **TER, DER, THER DHER.**—father, mother, Arthur, ladder, theatre, Peter, actor, cheater, Astor, oyster; entire, material. Binder, fender, suspender.

LESSON XVII

Half Length and Double Length Word-Signs and Outlines

1 particular, upright
2 part, operate
3 opportunity

1 behind
2 abundant
3 abandoned

3 about

2 told

2 toward

1 did
2 debt
3 added, doubt

1 did not
2 do not
3 had not

1 delight-ed

1 gentlemen
2 gentleman

1 quite, quiet
2 could

1 cannot, kind-ly
2 account, could not

2 better

2 tender

2 further, farther

2 furniture

2 aviator

1 eastern

2 yesterday

1 can't
2 couldn't

3 exclude-d-ing

1 called
3 conclude-d-ing

1 guilty

1 accord-ed-ing-ly
creature
2 cared
3 accurate

1 got, God
2 get, good

1 agreed
2 great

1 feature
2 after
3 future, fact

1 fortune-ate-ly

1 frequently

1 comprehend-sion
3 apprehend-sion
2 separate

2 matter
3 amateur

1 modern

1 entire
2 enter
3 another

1 northern

2 underwriters

2 storm-door

2 have not

2 haven't

2 evident

2 evidence

1 thought

1 authority
2 third
3 throughout

1 that
2 without

1 astonish-ed
2 establish-ed

1 might-y

1 mind
2 mental
3 movement

1 immediately
2 made

1 midst

2 century

1 longer
2 younger

1 order, orator

1 return

1 writer
2 reader
3 rather

2 story writer

2 render

2 expenditure

1 somewhat
sometime

1 sometimes

1 not
2 nature

2 went, wont

2 under. hundred
3 hand-le-ed

1 write, right
2 wrote, rate

2 certain-ly

1 ward
2 world
3 award-ed

1 little
2 let

1 yield
2 held, hold, old

1 ordinary
Lord, read
2 word

2 hereafter

2 weather
whether

2 overturns

2 western

2 letter

2 southern

2 somehow or
other

Contractions

1 Almighty
1 inward
1 misfortune-ate-ly

1 monument
3 outward
reward

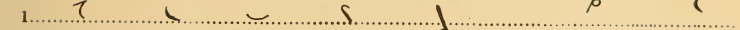
refrigerator
scientific
upward

1 unfortune-ate-ly
vegetable
vicinity

High Speed Phraseographs

IT or TO may be added to any word-sign or the last consonant in an outline when halved.—Line 1. **OUGHT** is added when **half length** in the **1st position.**—Line 1. **WOULD or HAD** is added when made **half length** in the **3d position.**—Line 2. **NOT** is added when word-signs or outlines are made **half length with N hook.**—Line 3. **THEIR, THERE, OTHER, THEY ARE, ORDER** is added when **double, triple or quadruple.**—Line 4. **ANOTHER** is added when **double length with N hook.**—Line 5.

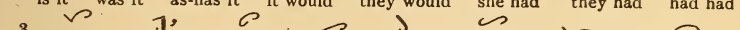
Reading and Copying Exercise

1. 

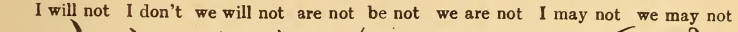
I think it have it know it able to to be able to such ought they ought

2.

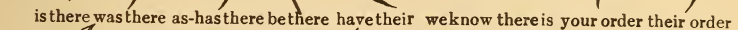
is it was it as-has it it would they would she had they had had had

3. 

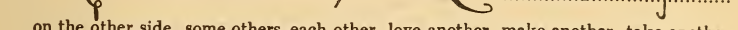
I will not I don't we will not are not be not we are not I may not we may not

4. 

is there was there as-has there be there have their we know there is your order their order

5. 

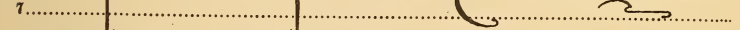
on the other side some others each other love another make another take another

6. 

as each will have their at all their own stores do all of their which are to have their

7.

is said to have their do all their own have all their own make all their own

8. 

whether they are there I have been there I may be there I believe they are there

Writing Exercise

Half length with tick I.—I know it, I have it, I leave it, I love it; we leave it, we know it, we manufacture it, we reduce it, we recall it, we require it; liable to, likely to, unable to.

Half length with N hook.—which not, did not, do not, had not, have not, know not, we may not, was not.

Half length with N hook and apostrophe.—I did'nt, I don't, I hadn't, I haven't.

Half length 1st position for OUGHT.—it ought, she ought; (n hook) she ought not, they ought not, there ought not, it ought not,

Half length 3d position for WOULD.—it would, they would, she would; (n hook) they would not, she would not, it would not.

Double length with N hook for ANOTHER.—have another, leave another, try another, urge another, save another, like another, select another, vacate another.

Double length for THEIR, THERE.—I hope to have their, I will try to have their, which all there is, do all their own, decline their, retain their, claim their, grow there, locate there, vacate their; (triple) flatter their, render their, tender their.

Double and Triple for OTHER, THEY ARE and ORDER.—any other, seize their, enliven their, we know there is no other one, I think there is no other one, I have no other one, which they are, above all others, know all other, in all other, in all other matters of importance; same order, wrong order, my order, our order, express order; (triple) do their other one, take their other one, make their other one.

LESSON XVIII

Each of these letters contain 150 words and must be written from dictation in one minute, or less, writing proper names in shorthand and leaving a space of about ½ inch for a period. (Students should write them very carefully, according to engraving on opposite page and then write them many times before speeding.)

LINDSAY-RODNEY, KNITTING MACHINE MILLS,
336 Cedar St.,
Indianapolis, Ind.

Gentlemen:

I beg to acknowledge the receipt of your letter of September 9th inquiring about the policy of this company with reference to elevator, express company, fast freight lines, palace cars, etc. During the latter part of January the President and Board of Directors of the Company had under consideration the elevator question and after careful deliberation they decided to enter into an arrangement with responsible parties, as far as possible for the selection of suitable and substantial elevators at Detroit, Mich., under the conditions in regard to handling the storage prices in such a manner so that there may be no ground for objection. At all of their meetings a certain price was specified and a change could be made at any time if the interests of the company and public might seem to require it.

Yours very truly,

MESSRS. MERRITT & FLUSHING,
10 Willamette St.,
Portland, Ore.

Gentlemen:

Your esteemed communication of the 2d at hand and note contents. We shall need ten first class passenger cars, twenty second class and one hundred hand cars for our own plant in Cascade on the Willamette River; the cars to have automatic brakes, the first class cars are to have 6 wheels. The general dimension of the box cars will follow in another letter; payment to be made in sixty days in gold bonds of the Texas Northern Railway Co.

As far as capacity is considered we need have no fear of failure to fill orders whenever they come in. At the same time we notified our customers in San Francisco last week that it was not our intention to ship there at once. We will have several other matters to attend to before these shipments begin.

Very truly yours,

Indianapolis, Ind.

Portland, Ore.

I beg to acknowledge the receipt of your letter of—the

of this company
express company

during the latter part of
careful

latter part of
Board of Directors

Board of Underwriters
in regard to—the

at the same time
at all of their

at any time
substantial

in such a manner
we need have no

for our own
with responsible

very truly yours
yours very truly

at hand
note contents

is considered
first class

to fill orders
second class

336

Messrs. Winslow, Mount & Tatum,
4 Chestnut St.,
Philadelphia, Pa.

Gentlemen:

In reply to your letter of December 6th will say: Do not think there is any other National Bank in the City of New York that has arranged for future business, and in the first place it would seem to be rather premature to write customers and endeavor to secure their accounts at the present time. We received several other notices from Schroeder & Co. as per enclosed letter:

We are in receipt of your letter of the 10th and note contents. It is difficult to sell these bonds without stipulating what coupons they are to carry as we understand from the Joint Stockholders Ass'n. they are not likely to be issued before some time in the latter part of December. Hoping to hear from you soon in regard to this important matter, we remain,

Very truly yours,

Mr. L. W. Grant, Ass't. Gen. Supt.,
Great Northern Ry. Co.,
126 Third St.,
St. Paul, Minn.

My dear Sir:

I am in receipt of your letter of the 7th asking for further instruction in regard to superintendents. Enclosed herewith full instructions; please sign in accordance with instructions and return. Superintendent will see that the greatest care is exercised by all parties, and my instructions in regard to freight, liquors, etc. shall have red cards on each car as soon as they are ready, and when those cars are received from other roads the train dispatcher must be notified. Agents at junction points will open ventilators, and in cold weather test quality of ice boxes of the refrigerators. Temperature must be 10 degrees below zero in round houses and have ventilators open at once.

Please acknowledge receipt and oblige and return all papers in the matter immediately.

Yours very truly,

Philadelphia, Pa.

St. Paul, Minn.

in reply to your letter of—the

I am in receipt of your letter of—the

in the city of

I do not think there is any other

as we understand Great Northern Ry.

in the first place it is difficult

it would seem to be as per enclosed letter

are to have Joint Stockholders Ass'n.

Ass't. Gen. Supt.

we remain

enclosed please find

in accordance with my instructions

superintendent

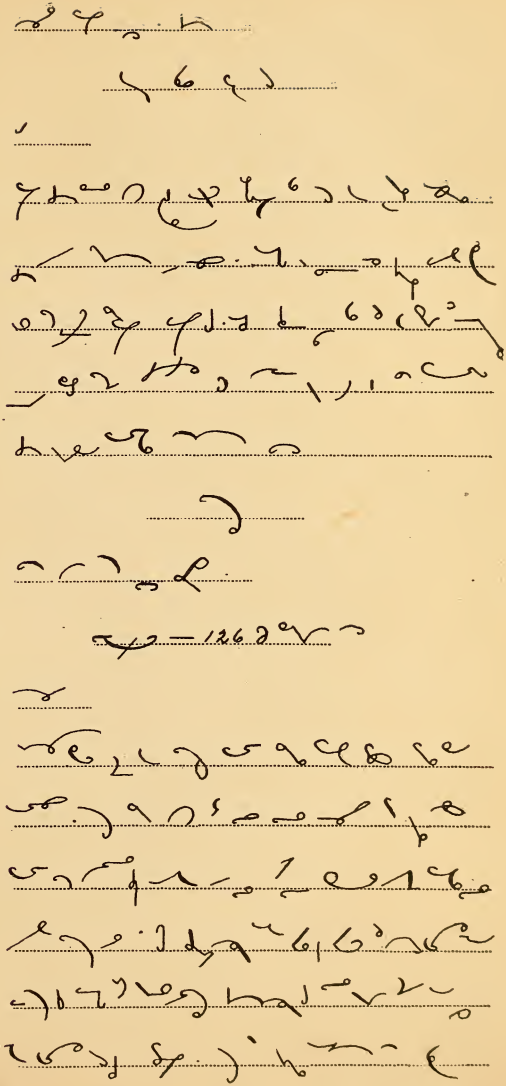
further instructions

etc.

temperature

as soon as they are full instructions

round houses



Messrs. Flint, Walters & Co.,
100 Center St.,
Montreal, Can.

Gentlemen:

We are in receipt of your letter of the 10th. We note what you say in reference to prices made by the Chicago Rolling Mills, on iron ore. Enormous prices for material will preclude us from doing business next season. We know there is no use in our expecting to ship Menominee ores to the other side as the parties owning their own ships import from Mediterranean ports. It is almost impossible to have our mills running in the latter part of September and we will not be able to start before the latter part of November. In the meantime we will have our own force organized and machines placed in position ready to start manufacturing as soon as possible. Sooner or later we shall have one of the best plants in the U. S. We remain,

Yours faithfully,

Metropolitan St. Railway Co.,
Fulton St.,
Brooklyn, N. Y.

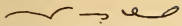
My dear Sirs:

We are in receipt of your letter of the 10th. Enclosed please find initial installment as per our order of the 1st for preferred stock in the Metropolitan St. Railway Co. We shall be glad to have other reports sent us from time to time. We always may be sure of the entire number of coupons which are in each stock certificate. In view of the fact stockholders are interested in a great measure we shall be pleased to receive at least two or three monthly statements of the same.

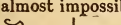
Please let us hear from you soon in regard to the meeting of the Board of Underwriters in order that we may be there. It is absolutely necessary that some of the members of our own firm should attend, under the circumstances of the case.

Yours very truly,

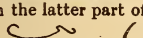
Montreal, Can.
100 Center St.



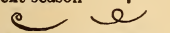
we note what you say
it is almost impossible



to the other side
in the latter part of

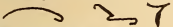


sooner or later
next season



we will not be able to
owning their own

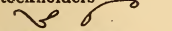
Mediterranean
Brooklyn, N. Y.



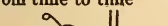
my dear sirs
Metropolitan St. Ry. Co.

we shall be glad
stock certificate

preferred stock
stockholders

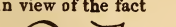


as per our order
from time to time

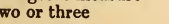


railroad
railway

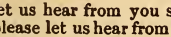
we always may be
in view of the fact



in a great measure
two or three

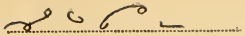


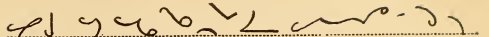
let us hear from you soon
please let us hear from you
soon

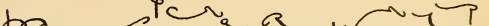


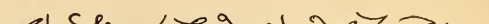
in order that
we may be there

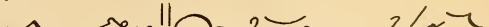
it is absolutely necessary
of our own

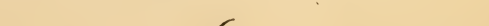












LESSON XIX

Prefixes and Suffixes

COM, CUM, CON, COG.—A dot at the beginning of an outline. It is usually omitted and represented by writing in close proximity to the preceding word.—Line 1.

COM, Etc.—Occurring in the middle of a word the portion preceding it is disjoined from the portion following.—Line 2.

CIRCUM.—A disjoined circle placed at the side of the first stroke consonant.—Line 3.

SELF.—A disjoined circle the same as *Circum.* If *SELF* is followed by *CON*, *COM*, the circle must be written in position of the *CON* or *COM* dot.—Line 3.

CONTRA, CONTRO, COUNTER.—A short tick in the direction of *Chay* or before *Ray* and *M* in the direction of *P*.—Line 3.

INTER, INTRO, ENTER.—Half length *N* disjoined or joined.—Line 4.

MAGNA, MAGNI, MAGNE.—Stroke *M* disjoined.—Line 4.

ING.—A dot but usually omitted.—Line 4.

In such words as *Racing*, *Facings* where *ING* or *INGS* follow the circle, it is quite as easy to attach the strokes.—Line 4.

INGS.—When *ING* dot is used, the plural is represented by a circle.—Line 5.

ING THE.—Tick *THE* in the direction of *CHAY* or *RAY*, disjoined.—Line 5.

ING A, ING AN, ING AND.—Ticks *A*, *AN*, *AND* in the direction of *T* or *K*, disjoined.—Line 5.

LY.—May be disjoined or *L* hook on *N* as in *Finally*, *Manly*.—Line 6.

FULL, FULLY, TIVE.—Represented by *V* hook, *Full*, *Fully* indicated by *F* stroke when the hook cannot be used.—Line 6.

SHUN hook for proper names as in *Wilson*.—Line 6.

ILITY, ALITY, ARITY, ERITY.—Represented by disjoining the consonant immediately preceding the affix.—Line 7.

SHIP.—Joined or disjoined *ISH* whichever is most convenient.—Line 8.

SELF.—Disjoined *S* circle.—Line 8.

SELVES.—Large circle. In rapid writing *Self* and *Selves* are joined.—Line 8.

LESSNESS.—Large circle joined or disjoined.—Line 8.

OLOGY, LOGICAL.—Disjoined *J*.—Line 8.

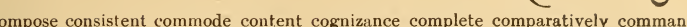
BLE, BLY is often represented by *B*.—Line 8.

MENTAL, MENTALLY, MENTALITY.—Usually represented by disjoined *Ment.*—Line 8.

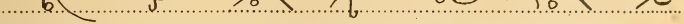
Reading and Copying Exercise

1

compose consistent commode content cognizance complete comparatively command

2 

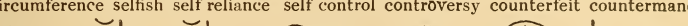
discomfiture inconsistent reconcilable locomotive Wisconsin irreconcilable recommend

3 

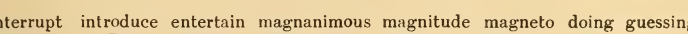
circumference selfish self reliance self control controversy counterfeit countermand

4

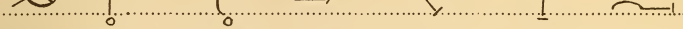
interrupt introduce entertain magnanimous magnitude magneto doing guessing

5 

writings settings thinking his giving the paying the taking a making a

6 

masterly patiently impatiently finally meanly openly careful successful Mason

7 

accountability intercommunicability incompatibility of temper conventionality vulgarity

8

friendship yourself themselves carelessness physiological geological sensible fundamental

Consonantal Writing Exercise

COM, CON, COG.—condition, communication, connection; recommendation, recompense, incomplete; cannot complain, we will not consider it, is content, we congratulate, must confess.

CIRCUM.—circumspect, circumflex, circumnavigate.

SELF.—self evident, self conceit, self esteem, selfish.

CONTRA, CONTRO, COUNTER.—contradiction, counterbalance, counteract.

INTER, INTRO, ENTER.—interview, enterprise, interfere, intermission.

MAGNA, MAGNI—magnify, magnified, Magna Carta.

ING, INGS.—engraving, engravings, raving, ravings, meetings, paying his, choosing, facings.

ING THE.—doing the, leaving the, considering the.

ING A.—doing a, baking a.

LY.—gentlemanly, persistently, (mel) solemnly, (nel) womanly, suddenly, heavenly, unmanly, (ingly) lovingly, exceedingly.

FULL, FULLY, TIVE.—joyful, pitiful, wonderful, peaceful, spoonful, collective, corrective, negative.

SHUN hook.—Mason, Wilson, Andersen, Simpson.

ILITY, ALITY, ARITY, ERITY.—suitability, formality, temerity, posterity.

SHIP.—courtship, secretaryship, clerkship, lordship, relationship.

SELF, SELVES.—myself, himself, ourselves, one's self.

LESSNESS.—lawlessness, fearlessness, thanklessness.

OLOGY, LOGICAL.—zoology, phraseology, criminalogy, theological.

BLE, BLY.—accountable, attainable, reasonably.

MENTAL-LY-ALITY.—sacramental, sentimental, experimental, sentimentality.

LESSON XX

Each of these letters contain 175 words and must be written from dictation in one minute, or less, writing proper names in shorthand and leaving as pace of about ½ inch for a period. (Students should write them very carefully, according to engraving on opposite page and then write them many times before speeding.)

Messrs. Anderson, Simpson & Mason,
Birmingham, Ala.

Gentlemen:

Acknowledging the receipt of your letter of the 2d inst. will say as there has been no improvement in our retail stores in the latter part of August we will close them at once and investigate later. At the same time we will be able to take an inventory and ascertain just as soon as possible whether they are in shape to reopen within the next few days. There are some other matters which will have to be gone over during the latter part of this week as soon as Mr. Anderson reaches New York. In the city of Philadelphia, at least ten retail stores will remain until they are reported as not in need of further capital. It is most likely we will have to appoint a superintendent to look after the final end of the matter. As a matter of fact while there is no immediate need for increasing the capital stock, at the same time we must have other resources under the circumstances.

Respectfully,

The C. S. Walters Co.,
98 Mill St.,
Louisville, Ky.

Gentlemen:

We beg to acknowledge the receipt of your letter of the 1st. We note what you say in regard to furniture of the First National Bank in another office in Wayne St. Enclosed please find memorandum of the articles which we are sending you under separate cover. Enclosed herewith statement of the plans and arrangements of the Board of Directors, so there will be no misconstruction of the meaning. If there is further difficulty we shall have to place this matter in our lawyer's hand as we may be in the same position as yourselves. Under the peculiar circumstances of the case it is necessary for us to try to have their cases tried as early as possible as per your instructions. Sooner or later it must be settled one way or another. We desire to call your attention to the arrangement made last year with Messrs. Snyder, Grant & Fleming for interest at the rate of 6% annually.

Very truly yours,

Louisville, Ky.
retail stores

acknowledging the receipt
of your letter of—the

as there has been
whether they are

within the next few days
some other matters

which will have to be
until they are

it is most likely
capital stock

as a matter of fact
while there is

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I note what you say

one way or another
under separate cover

we beg to acknowledge the
receipt of your letter of—
the

furniture, refrigerator

we desire to call your
attention

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stances of the case

to try to have their
last year

at the rate of
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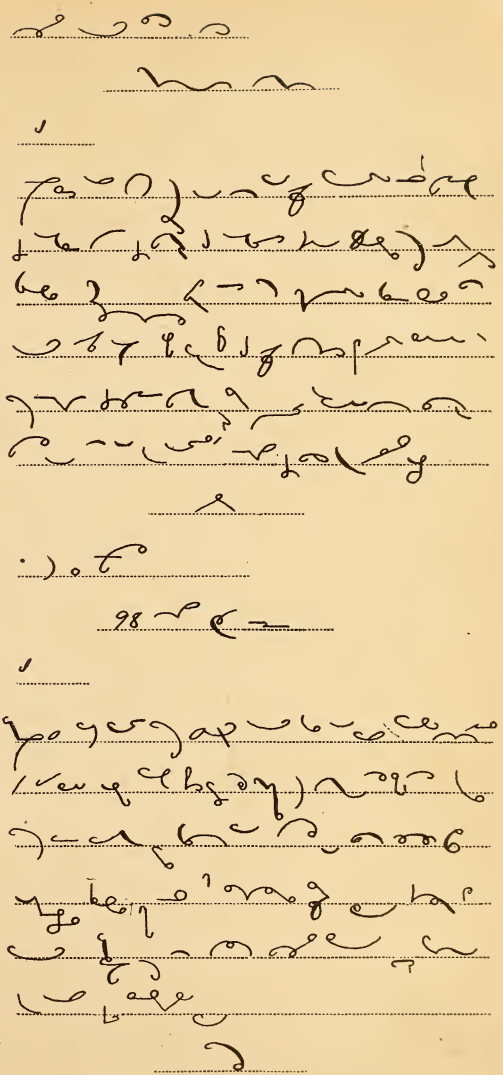
if this is in accordance
with your instructions

as early as possible
as per your instructions



Eastern Improvement Association,
162 Green Ave.,
Buffalo, N. Y.

My dear Sirs:

I beg to acknowledge the receipt of your letter of December 1st. In reply will say the National Banking Association advises us they will foreclose the mortgage of the property owners not later than December 20th and it seems to me impossible to have all other matters in hand at this time. I hope to have their consent, however, before taking advantage of the law. For instance, we might as well consider their own interests as well as others in this matter, at the same time I think there is no other good reason why I will not be governed by your wishes as long as I am in your services. I desire to call your attention to the fact that as long as I have been representing other concerns as well as your own, business seems to be extraordinarily good and I will not be content until it is much larger than it is. In the meanwhile, I am,

Yours very truly,

United States Land Co.,
82 Center Ave.,
New Orleans, La.

My dear Sirs:

We are in receipt of your letter of November 10th and note contents. We know there is no other one person in this country other than Mr. Wellington that has this matter in such a manner as to be able to give instructions and arrange this so as to be able to resume business at once. He has been on the ground at all of their monthly meetings and seems to have more than ordinary ability for such matters. At all events such is our understanding of the case. We are perfectly sure there is no better man to trust our affairs with. In all other matters of importance he has been taken into our confidence and has demonstrated his reliability and trustworthiness in every respect. I do not think there is any other one so well calculated to restore order under the circumstances of the case.

Thanking you in advance for anything you may do for us, we are,

Yours truly,

Buffalo, N. Y.
Eastern Improvem't Ass'n

not later than
you may be able to

it seems to me impossible
mortgage

to have all other
to restore order

for instance
foreclose-ure

we might as well
consider their own

as well as others
in this matter

I think there is no other
property

I desire to call your atten-
tion to the fact

U. S. Land Co.
in this country

we know there is no other
one

we are in receipt of your
letter of—the

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I do not think there is any
other one

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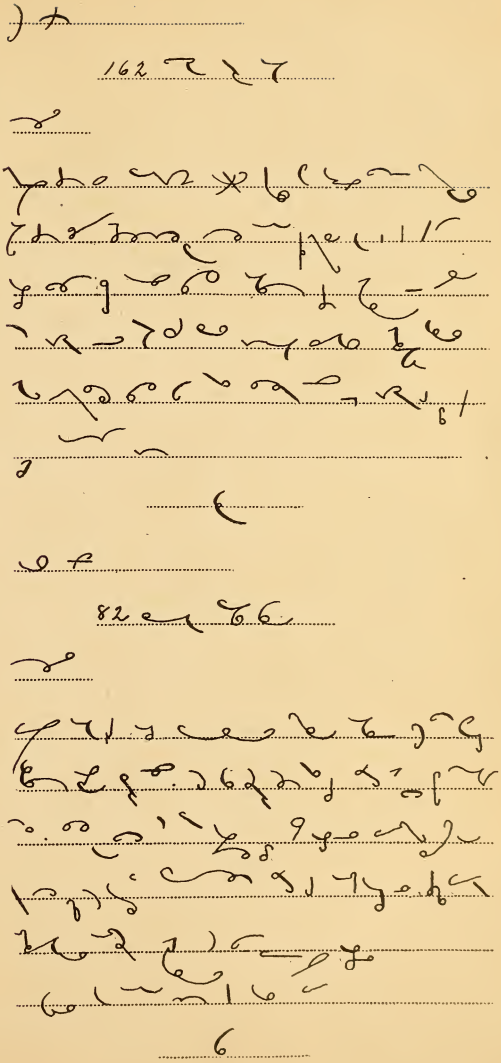
of importance



Messrs. Wilson, Manly & Naylor,
100 Mountain St.,
Montpelier, Vt.

Gentlemen:

Replying to your letter of the 10th with reference to matters as per enclosed letter will say I am very sorry there is no possible chance of collecting the account. I have been there several times to try to collect the amount of $3,000 for your services in the matter in the city of New Haven. I do not think there is any use returning there again. I am enclosing herewith all papers in connection with the same. Please acknowledge receipt and oblige. In the first place the district is very poor and the man's customers are not much better off than he is so far as financial standing is concerned. I recommend that this matter be cancelled temporarily and the man given an opportunity to pay the amount when he is in better shape at the rate of $30 monthly installments. I think it is only fair and I am very sure the man will be very grateful.

Your obedient servant,

B. P. Barclay Co.,
263 Warren St.,
Burlington, Iowa.

My dear Sirs:

I beg to acknowledge the receipt of your letter of the 2d of May with regard to your claim. At the present time I am very sorry there is little prospect of the settlement of the same. I understand there is a judgment amounting to $700 or $800 against these parties. I will have other information, however, in the course of a few days which will have my attention as soon as possible and shall be very glad to take the matter up with you then. In the meantime, eight or ten days will have elapsed and I am sure there is some other way out of the matter. As per my instructions, I hope to have adjustment made entirely satisfactory. If there is anything new please let me hear from you by return mail. I note what you say in regard to returning to Wilmington within the next few days and it will have my attention.

Very truly yours,

Montpelier, Vt.
Burlington, Iowa

I am very sorry there is

I have been there
financial-ly

$3,000
I do not think there is

better than
I think it is only

I recommend that this
matter

as per my instructions

$700 or $800
I will have other

in the course of a few days
shall be very glad

New Haven, Conn.
eight or ten days

I am sure there is some
other

I hope to have their
prospect

if there is anything
by return mail

temporary-ly
your obedient servant

LESSON XXI

Omission of Consonants

To avoid awkward outlines in many words the following consonants may be omitted and not detract one iota from legibility.

Omission of **T.**—Line 1.
" " **K.**—Line 2.
" " **N** (**ENT** sometimes valuable for **MENT**).—Line 3.
" " **H.**—Line 3.

Conflicting Outlines

One outline frequently represents several words, and context is depended upon. There are words, however, that context will not help one.

Rules for Words that are Liable to Conflict

A universal rule to be followed—

Words of different parts of speech are not liable to clash.

The most difficulty will be experienced in words of the same part of speech. Two adjectives as *Pure* and *Poor;* two nouns as *Editor* and *Auditor;* two pronouns as *I* and *He*, are very liable to conflict. Great care, however, has been taken in this system to provide for such words.

Rules for distinguishing similar outlines—

1st—Distinguish by position if possible.
2d—If not possible to distinguish by position vary the outline.
3d—If not possible to distinguish by position or variation of outline, use vowels.

Derivative Words

The general rule for all derivative words is to use the primitive outline and allow the context to determine which is intended. While it is true that errors might possibly occur by following this rule, yet it is also true that the stenographer overburdened with so many derivative outlines will undoubtedly make many more errors.

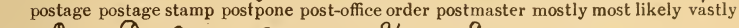
The outline for			**MENTION**	is quite sufficient for			**MENTIONED**
"	"	"	**MASTER**	"	"	"	**MASTERED**
"	"	"	**LETTER**	"	"	"	**LETTERED**
"	"	"	**ENTER**	"	"	"	**ENTERED**
"	"	"	**PLAY**	"	"	"	**PLAYING**
"	"	"	**MAKE**	"	"	"	**MAKING**
"	"	"	**ADVERTISE**	"	"	"	**ADVERTISED-ING**
"	"	"	**CONDUCT**	"	"	"	**CONDUCTED-ING**

Reporters' Period.—Expert reporters leave about ½ inch space for a period instead of making a cross. In taking testimony the questions are separated from the answers by a **triple length CHAY.**

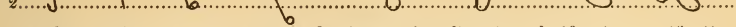
Reading and Copying Exercise

1.

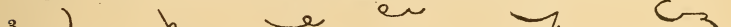
postage postage stamp postpone post-office order postmaster mostly most likely vastly

2. 

explain explore express express order instruction direction glorification certification

3. 

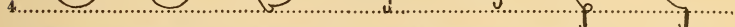
astronomy postponement endorsement consignment handkerchief Lincoln highway

4. 

sufficient-cy efficient-cy proficient-cy credential inferential presidential confidential

5.

material immaterial mature immature radiant irradiant moral immoral mortal

6. 

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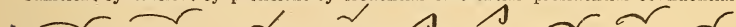
7. 

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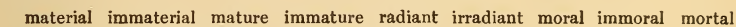
8. 

sun snow name enemy flea fly Jaynes Jones Charles Ball Bailey Bell Buell

Consonantal Writing Exercise

T Omitted.—postal, postal card, postmistress, modestly, lastly, most certainly, most assuredly, testament, testimony, justly, contestible.

K Omitted.—expound, expression, protraction, experience, exposition, experiment, execration, exclaim, exclude, excavation, detraction, extraction, misconstruction, reconstruction, specification, explicit, extravagance, expose, expand, extent, sanctification, purification, mortification, qualification, classification, (*ST* loop) mystification, justification.

N Omitted.—attainment, discernment, assignment, consignment, revenge, revengeful, technical, Britanic, Titanic, messenger, commandment, appointment, entertainment, contentment, abandonment, adjournment, transcribe, transcription, transaction, transport, transportation (ters-p-shun), transfer (ters-ar), commandment (end-ment).

H Omitted.—Manhattan, manhood, neighborhood, sisterhood, exhale, exhibited, exhibition, prohibited, exhortation, exhaust-ed, inhuman, inheritance (ner-tence), prehistoric (per-ster-k), mahogany.

CY or ENCY and TIAL Omitted.—persistency, presidency, exorbitency, discrepancy, potential, penitential.

Position of Accented Vowel—indicted, indebted, undoubted, prescribe, proscribe, defeat, devote, devout, indicate, induct, needless, endless, predict, protect, eminent, imminent, immortal (1st), moderate (2), immoderate (1st).

Variation of Outlines.—intention, inattention, resolute, irresolute, resolution, irresolution, ruption, eruption, reconcilable, irreconcilable, portion, operation, rise, arise, rose, arose, corn, grain.

Distinction by Vowels.—Blake, Black, Erie, Rye, Utica, Attica.

LESSON XXII

Each of these letters contain 200 words and must be written from dictation in one minute, or less, writing proper names in shorthand and leaving a space of about ½ inch for a period. (Students should write them very carefully, according to engraving on opposite page and then write them many times before speeding.)

Mr. William Ainsworth, Ass't Gen. Supt.,
New York Central Railway,
Grand Central Station,
New York City.

My dear Sir:

Replying to your letter of the 2d inst. Assistant General Manager of the Canadian Pacific Railway in Montreal advises us that by reason of the low rates in existence at the present time, it would be as well for your company to lower your rates in return. For instance, the Central Pacific rate on household goods Missouri River to Pacific Coast points is 60c per 100 lbs. less than any other transcontinental line. While there is no immediate danger of this rate going lower, at the same time it is absolutely necessary for us to watch this matter carefully, in the event of its going still lower and be able to make all rates 20c per 100 lbs. less than Western Railroads. Please give instructions at once to have your superintendent at Buffalo arrange to have cars containing live stock immediately transferred to our line as soon as possible after receiving them. It will not be necessary to have bill of lading for shipments en route West as sooner or later several other changes are contemplated.

Very truly yours,

North American Life Insurance Co.,
20 Elder St.,
St. Louis, Mo.

Gentlemen:

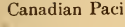
We are in receipt of your letter of the 10th inst. and note contents. As per enclosed letter you will see we are in the same position as yourselves but we are very glad you will be able to adjust matters in the course of a few days. It seems almost impossible that under the circumstances you should have sustained such heavy losses, meanwhile we look forward this season to a large business. Soon, no doubt, you will be able to make up many of the losses of the past. Mr. Burnham informs us you are in need of a first class insurance man to represent you in the Eastern States. We are in communication with just such a man whom we think you will like, in response to our advertisement in the latter part of September in the Globe Democrat. Just as soon as possible we will have him call and see you in regard to the position. You do not state whether or not you will have other insurance matters that will require our attention in this city.

Please wire us at once.

Yours very truly.

New York Central Ry.
Canadian Pacific Ry.

Grand Central Station
Ass't Gen. Mgr.



St. Louis, Mo.

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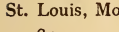
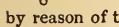
Central Pacific
transcontinental line



household goods
60c per 100 lbs.

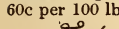


it is absolutely necessary
in the event of

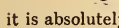
20c per 100 lbs.

please give instructions

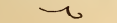
less than
live stock



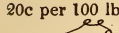
Western R. R.



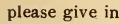
we are very glad
you will be able to



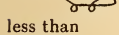
it seems almost impossible

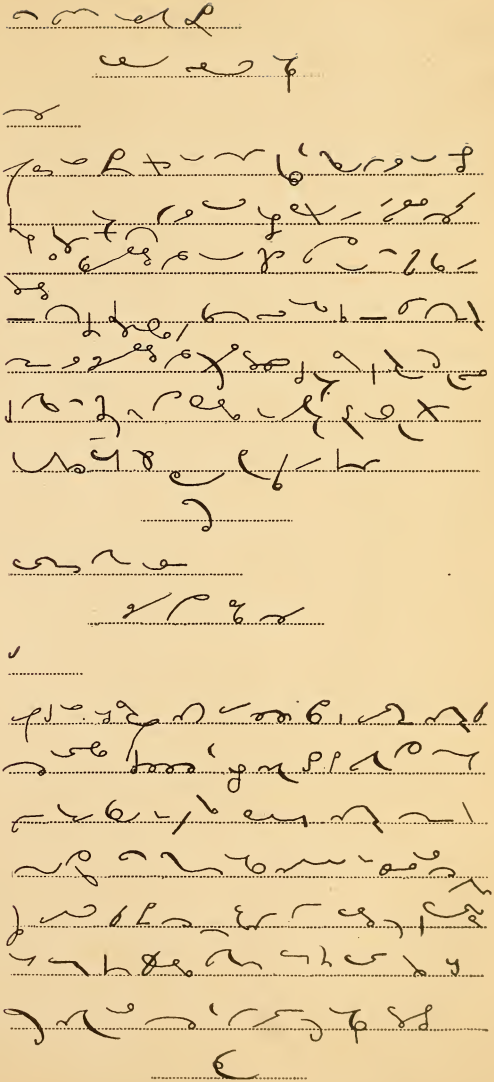


in the eastern states
in response to—the



we are in communication
with





Messrs. Winter, Walter & Sons,
Framingham, Mass.

My dear Sirs:

Acknowledging the receipt of your letter of the 10th in relation to expenditure in the latter part of September will say. We know there is no other one better able to judge of the merits of the case in question. We know there have been many communications in regard to this matter and of course circumstances alter cases and the peculiar circumstance of the case will not justify us in expressing ourselves as we would wish in this letter. We are very well pleased, however, with the manner in which Messrs. Walter & Winslow render their services in as much as we are not in the same position as they are. Please call their attention to our satisfaction in the matter and in consideration of the good work; we are sending them under separate cover complete explanation of the methods to be followed in future business. We refer to the Merchants National Bank as to our responsibility and trust that you will not be further handicapped. We are very sorry there has been so much delay at the present time. Enclosed please find check for $1,000.

Very truly yours,

M. L. Frost & Sons,
Santa Fe, New Mexico.

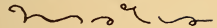
Gentlemen:

Acknowledging the receipt of your favor of the 3d with respect to the insurance company. It is absolutely necessary for us to receive instructions at once in regard to the disposal of the insurance company stock in our possession. We are in communication with many southwestern concerns and we might as well say they are only awaiting instructions from the Assistant Postmaster General at Washington in order that they may proceed in accordance with the law. If there is anybody else in your vicinity having in possession more stock, please advise us at once. It is safe to assume there is no other arrangement satisfactory to all of us other than the one we mentioned in our last letter. This arrangement should be made just as soon as possible. Also please let us hear from you soon in regard to the common stock. A short time ago the Board of Directors and Stockholders of several other associations agreed to retain their stock if all others retain theirs.

Please wire us if there is any other business requiring our attention at the present time as per enclosed letter.

Yours very respectfully,

Framingham, Mass.
Santa Fe, New Mex.



we know there has been
a short time ago

circumstances alter cases

in as much as
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as they are
common stock

please call their attention

Merchants National Bank

we are sorry there has
been

acknowledging the receipt
of your favor of—the

in our possession
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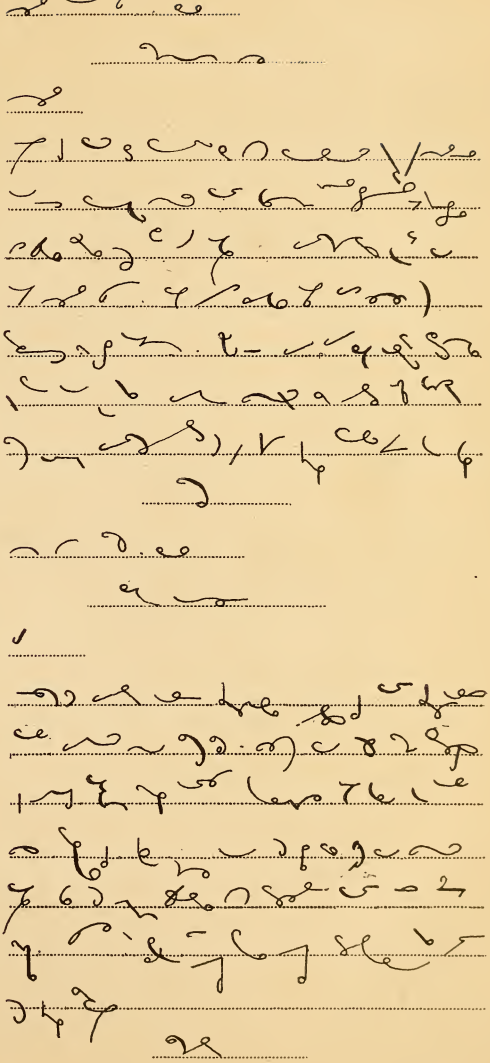
southwestern
expenditure

Ass't Postmaster Gen.
several other associations

in order that they may
to retain their stock

awaiting instructions
retain theirs



The Lester-Foster Furniture Co.,
1000 Embassy St.,
Augusta, Ga.

Gentlemen:

We are in receipt of your letter of September 8th and in reply will say our order of the 6th for furniture was not enclosed in our communication of the same instant. With reference to this we will say our order was delivered by our own representative in Augusta on the morning of the 6th inst. On this shipment we request extraordinary dispatch so as to be able to commence installation of our display as quick as possible. Customers somehow or other give us a great deal of attention in the settlement of accounts at this time. Our warehouses in the city of Philadelphia are open day and night and we will not be able to have proper display unless they are received at once. We note your instructions in reference to price list on furniture delivered f. o. b. Philadelphia and will say it will take some time for our customers to learn these things but we are not suggesting some other manner of operation as long as they are not interfering with us in any way. We will call their attention to this matter.

Very respectfully yours,

Cook County Medical Society,
260 Washington St.,
Chicago, Ill.

My dear Sirs:

I am in receipt of your letter of December 1st in relation to some other matters not contained in my last letter of the 1st and desire to call your attention to several other associations in the city of New York with whom you will have communications in the next few days, relative to parties who are practicing without licenses in the State of New York. The laws on this subject in your state differ very materially from laws in several other states. For instance, the laws of the State of New Hampshire setforth in a magazine issued by the Eastern Medical Society in Montpelier distinctly require all practicing physicians to have state licenses as well as local licenses in their own vicinity. Please send me statistics such as described in your recent letter. While there is no particular hurry, still there is some call occasionally from the County Medical Societies throughout this territory and it is absolutely necessary in some cases to have such information at hand. I regret exceedingly the necessity of following up these matters suggested in your favor of the 10th.

Yours very truly,

Augusta, Ga.

in our communication

as quick as possible

somehow or other

great deal of attention

in the settlement of

unless they are
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we note your instructions

it will take some time

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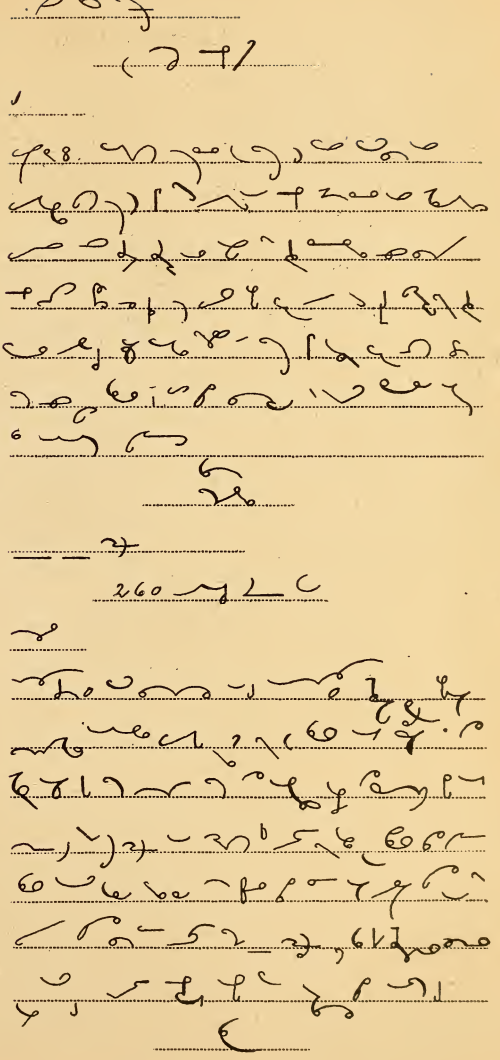


LESSON XXIII

Intersected **D** for **DEPARTMENT** Intersected **SH** for **ASSOCIATION**
" **T** " **COMMITTEE** " **P** " **PACIFIC, PARTY**
" **B** " **BANK, BOOK** " **K** " **COMPANY**
" **S** " **SOCIETY** " **RAY RAY** for **RAILROAD**
Joined **M** for **ROOM, Kel** for **CLUB** " **RAY** for **RAILWAY**

When not possible to intersect, consonants may be written in proximity or joined.

Comprehensive Rules for Position Writing

While it is impossible in writing rapidly to follow the succeeding rules to the exact fraction of an inch, they are constantly in the mind's eye and one becomes far more accurate than if such rules were not observed. Unfortunately, few stenographers have a correct conception of position writing and therefore have more or less difficulty in reading. The fingers become so deft with constant practice the expert can write "copper plate" notes. This is what all stenographers are striving to attain, viz: **High Speed and accuracy.**

The proper length of a consonant is 1/8 of an inch or not exceeding 1/6 of an inch. Let us assume the size to be 1/8 of an inch.

1st Position.—Upright consonants end one-half their length above the line (1/16 of an inch). Ascending consonants commence 1/16 above.

All horizontals, their own length above.

When two descending consonants are joined, the first governs in all positions and is written the same as when standing alone.

When a descending consonant follows a horizontal, the latter should commence 3/16 of an inch above the line, allowing the descending consonant to end 1/16 above.

Double length descending consonants commence 3/16 above the line and end 1/16 below, the same position as two descending consonants. Double length ascending consonants commence 1/16 below the line.

Half length upright consonants end 1/16 of an inch above the line and ascending consonants commence 1/16 above the line.

2d Position.—All single or halved consonants and double length horizontals rest on the line.

When a descending consonant follows a horizontal, the horizontal commences 1/8 above, allowing the descending to rest on the line.

Double length ascending or descending consonants are half above and half below the line.

3d Position.—All upright single consonants are midway through the line.

All horizontal consonants and halved uprights are immediately below the line.

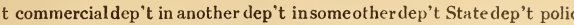
When a descending consonant follows a horizontal, the horizontal commences 1/16 above, allowing the descending to come midway through the line or in any combination of horizontals and uprights, the first upright governs the position.

Double length descending consonants commence 1/16 above and end 3/16 below, and ascending consonants commence 3/16 below and end 1/16 above.

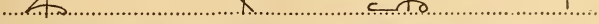
Reading and Copying Exercise

1

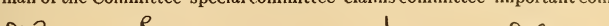
legal dep't commercial dep't in another dep't in some other dep't State dep't police dep't

2 

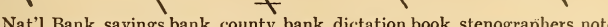
Chairman of the Committee special committee claims committee important committee

3 

State Nat'l Bank savings bank county bank dictation book stenographers note book

4 

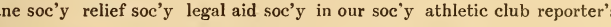
humane soc'y relief soc'y legal aid soc'y in our soc'y athletic club reporter's room

5 

Young Men's Christian Ass'n Young Women's Christian Ass'n Nat'l Banking Ass'n

6

Northern Pacific Union Pacific Canadian Pacific Republican party Democratic party

7 

R. R. Co. Ry. Co. Telegraph Co. Telephone Co. Automobile Co. Am. Ex. Co. Taxi Co.

8

Penn. R. R. So. R. R. Ill. Cent. R. R. Salt Lake City St. Ry. Denv. & Rio Grande Ry.

Consonantal Writing Exercise

D for DEPARTMENT.—in our department, in my department, in their department, buying department, in this department, every department, fire department.

T for COMMITTEE.—building committee, peace committee, another committee, war committee, R. R. committee.

S for SOCIETY.—Bible Society, Improvement Society, Shorthand Society, Phonetic Society.

M for ROOM.—State room, reading room (Ard M), writing room, court room.

Kel for Club.—Union League Club, Automobile Club, Aero Club.

B for BANK or BOOK.—First National Bank, Second National Bank, Third National Bank, in my bank, in another bank, text book, class book, pocketbook, music book.

SH for ASSOCIATION.—Stenographic association, pastors association, freight association, our association, your association, this association, have our association.

P for PACIFIC or PARTY.—Western Pacific, Atlantic and Pacific, Democratic Party, Republican Party, Bull Moose Party, in our party, in their party.

K for COMPANY.—Adams Express Co., Railway Co., Terminal Co., Automobile Co.

Ray Ray for Railroad and Ray for Railway.—San Francisco R. R., Portland Ry., Salt Lake City R. R., Denver City Ry., St. Paul Street Ry.

LESSON XXIV

Testimony

There is no part of the stenographic profession that offers greater opportunity than that of court reporting. The modus operandi and duties devolving upon the court reporter are not any more difficult than that of amanuensis work. The reason so few become court reporters is that they cannot write fast enough, neither is it necessary to have years of experience, as some of the most expert court reporters known to the writer are young in shorthand experience. It is almost impossible to take testimony without a knowledge of the valuable expedients set forth in this lesson but the complete list is given in Lusk's 200 Words-Minute Law and Court Reporting Phrase Book.

W and Y Hooks for WE and WHAT, YOU and YOUR are used for the Stereotyped Interrogatories in Testimony.

A large *W* hook may be used on the right side of *T*, *D* and occasionally *B* and on the upper side of *K*, *Gay* on a few single words given in Line 1 although it could be omitted. In testimony this large hook is used for *We* and *What.*—Lines 2–3.

A large *Y* hook placed on the left side of *T*, *D* and on the lower side of *K* and *Gay*, also used on *F*, *V*, *Lay*, *Ray* for *You* and *Your* and *W* hook on *Ray* for *We.*—Lines 4–7.

These hooks used in connection with the enlarged *W* and *Y* semicircles (given in Lesson IV) together with the *Backward Shun* hook for *Conversation* and the *Shun* hook for *Recollection* form the most important and frequently occurring interrogatories.—Line 8.

Dictations should Commence in Lusk's Dictation Book Now.

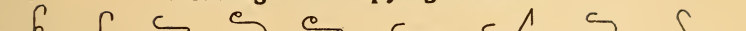
It is not intended that the student has completed the Lusk System of Shorthand after one has finished or mastered this text book but he should be qualified to take dictations on technical matter such as given in the Lusk 200 Words-Minute Dictation Book with Lightning Shortcuts. This book does not give letters as they do not contain a large enough vocabulary.

Proper Names in Shorthand.

The only time a stenographer is ever required to write proper names in longhand is when the dictator spells some uncommon or foreign name. Public speakers, however, were never known to stop and spell names for the reporter. A valuable list of cities, states and countries is given in the Lusk 200 Words-Minute Civil Service and Commercial Phrase Book.

Fine outlines for names of people are given in alphabetical order in Lusk's 200 Words-Minute Law and Court Reporting Phrase Book.

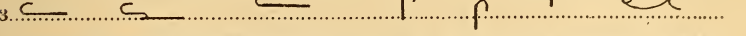
Reading and Copying Exercise

1. 

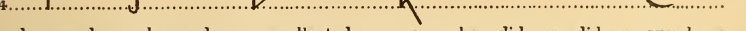
twice twenty queen squire sequence equator quartette acquiesce Pueblo

2.

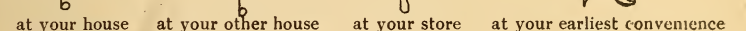
had we had had we time do we have other at what time at that time by what means

3. 

can we go can we not go there give what their do what had what did what as soon thereafter

4. 

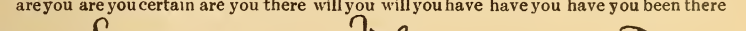
do you do you know do you recollect do you remember did you did you ever have

5. 

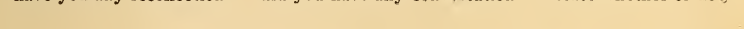
at your house at your other house at your store at your earliest convenience

6.

had you one are we to have can you can you recollect can you remember can you go there

7. 

are you are you certain are you there will you will you have have you have you been there

8. 

have you any recollection did you have any conversation state whether or not

Consonantal Writing Exercise

Large W hook.—dwindle, dwarf, dwight, query, Quincy, Quebec, quorum, sequel, squeeze, squirm.

Large W hook for WE and WHAT.—did we, did what, by what, at what, give what, can we, could we, are we not, are we to have their.

Large Y hook for YOU and YOUR.—had you, are you, have you, will you, give you, can you go there, did you ever have any, did you ever have any other conversation, at your, at your house, did your, had your, will your, have your, are you not, are not, are you not going, are you sure, are you sure there is.

Enlarged BRIEF W and Y CIRCLES (given in Lesson IV).—we were, we would, would you, what were, with you, what were you, would you be willing, would you go there, we were with you, as we were, as we were not (*N* hook).

Word-Signs and Outlines

A

abandon-ed
ability
able

about
above
abundant

abstract-ion
accept
accord-ed-ing-ly

account
accuracy
accurate-ly

accustom-ed
acquire
added

adjourn
adult
advance-d-ment

advantage
advantages
advertise-d-ment

after
again
ago

agreed
ah
all

allow-ed-ing
almost
alone

already
altogether
am

amateur
among
amongst

an, and
angel
annual

another
answer
any

appear
appearance
appears

apprehend-sion-sive-ble
apply-ing
approve-al

are
arrange-d-ment
as

assure
astonish-ed-ing-ment
at

attorney
author
authority

authorize
avail
average

avert-ed
aviator
await-ing, away

award-ed
aware
awe

aye

B

be
beauty-ful-ified
because

been
before
began

begin
begun
behind

belief-ve-d-ing
belong-ed-ing
be not

better
between
beyond

beyond what
book
brethren

brother
business
but

buy, by

C

call
called
can

can't
cannot
car

care
cared
century

certain
charge
child

children
Christian-ity
circumference

circumstance
circumstantial
citizen

clear-ly-ing
coal
combine-ation

come
commence
commenced

commences
commission-er
common

commonest
comply-ing
comprehend-sion-sive-ble

concern
conclude-d-ing-ly
consequence

consider-ed-ing
consideration
continue-d-ing-al-ly

control-ed-ing
convenience
convenient-ly

convince
cool
could

couldn't
could not
county

country
cover
creature

cure
current-cy
custom

customer-ary

D

damage
damages
danger

daylight
deal-ing
dear

debt
defendant
defense-ive

degree
delight-ed
delinquent

deliver-y
delude-d
delusion

delusive-ly-ness
demonstration
denomination

deny-ied
derive-d-tive
describe-d-ing

description
descriptive
did

did not
differ-ed-ence-ent
difficult-y

distinct-ly
distribute-d-ion
district

divine-ity
do
doctor

doctrine
dollar-s
done

do not
doubt
due

during
dwell-ed-ing

E

each
ease-y
east

eastern
either
enclose-ing-ure

enclosed
England, English
enter

entire
entitle-d
esquire

establish-ed-ing-ment
eternal-ly-ity
event-ual-ly

ever
every
evidence

evident-ly
exact-ly
exaggerate-d

exaggeration
examination
examine

example
exasperate-d-ion
except-ion

exclude-d-ing
exclusive-ly
excuse-able

exhibit-ed
exhibition
expand

expanse-ive-ion
expect-ed-ing-ation
expedient-ly-cy

expenditure
expense-ive
experience

experienced
expert
explain-ation

explanatory
explicit-ly
explode

explore-ation
expose
express

expression
expressive
exquisite-ly

extemporaneous-ly
extend, extent
extension

extensive-ly
exterior
external

extract
extraction
extraordinary-ly

extravagant-ce-ly
extreme-ly
extricate

F

fact
fail
false

family
farther, further
fat

favorite
feature
feel

few
file, fill
first

follow-ed-ing
fool
for

foreign-er
forget
forgot-ten

form-al-ly, former-ly
fortune-ate-ly
found-ation

frequent-ly
from
full-y

furniture
future

G

gave
genera-ly
generation

gentleman
gentlemen
get

give-n
glory
go

God
good
got

govern-ed-ment
great
guilt-y

H

had
had been
had not

half
hand-le-ed
happen

happy
has
have

have been
have not
haven't

he
heaven
held, hold

her
here, hear
hereafter

herein
hesitate-d-ion
high-ly

him
himself
his

home
hope
hope to have

hopes
horse
how

however
human
humor

hundred

I

idle
if
imagine-ary

immediate-ly
impair
important-ce

impossible
improve-d-ment
improvements

in
influence
influenced

influences
information
injure-d-y

inscribe
inscription
inscriptive

instant
insurance
interior

interest-ed-ing
internal
is

issue-ed
it

J

June
junior

K

kill
kind-ly
kingdom

knew
know
knows

L

language
large-ly
larger

largest
law
length-y

let
letter
liberty

little
long
longer

longest
Lord

M

made
man
manner

map
Mass
matter

may
may be
me

measure
melancholy
member

men
mental
midst

might-y
million
mind

Minnesota
Misses
modern

more
movement
Mr.

much
my
myself

N

nature
near
necessary

neither
new
news

next
no
nor

north
northern
no sir

not
now
number

O

O, oh, owe
object
objection

objective
obstruct-ion
of

old
on
only

operate
operator
opinion

opportunity
or
orator, order

ordinary
organization
organize

organized
organizes
other

ought
our, hour
out

over
overturns
owing

own
owner

P

part
particular-ly
parties

party
Pennsylvania
people

perfect-ed-ly
perfection
phonographer-phy

plaintiff
pleasure
possible-y

poverty
practice-al-ly
practiced

principal-ple
profit-ed-able
Providence

provident-ial
punishment

Q

quarter
queen
question

quiet, quite

R

rate
rather
read

reader
real-ly, rely
recollect-ed-ing

recollection
reliance
religion

religious
remark-ed-able-y
remember-ed-ing

remembrance
render
restore-d-ation

restrict-ed-ion
return
reverend

revelation
revolution-ary
right

S

satisfaction
satisfactory
satisfy-ied-ing

Saviour
scale
school

see
send
senior

sent
separate
separation

Sept.
several
sew

shall
she
should

signature
significant-ce
signification

signify-ied-ing
similar-ity
simple

single-ular-ity
skill
skilled

so
somebody
sometime

sometimes
somewhat
south

southern
speak-er
special-ly

speech
spirit
spoke

spoken
stenographer-phy
storm-door

story writer
strange-r
strength

subject
subjection
subjective

subordinate-ion
suggest-ed-ion
suggestions

superintendent
suppression
sure

surprise
surprised
suspension

swear, swore
sworn

system
systems

T

take
taken
telegraph

telephone
ten
tender

thank
thanks
that

the
them
themselves

then, than
there, their
thereof

thereto
these
they

think
thinks
third

this
those
though

thought
thousand
thousands

three
threw, through
throughout

thus
thyself
till, tell

time
to
to be

together
told
too, two

toward
truth
twelve

U

under
underwriters
union

United States
universe-al
university

unless
unskill
until

up
upon
upright

us, use
use (v)
uses

uses (v)
usual-ly

V

value-able
valued
very

via
virtue-al-ly
voluntary-ly

W

ward
was
watch

way
ways
we

went, wont
were
we were

west
western
what

what would
whatever
when

whence
where
whether, weather

which
whichever
while

who
whoever
whole-ly

whom
why
width

wife
will
wish-ing

with
within
without

witness
witnessed
witnesses

word
work
world

worth
worthy
would

write
writer
wrote

Y

ye
year
years

yeast
yesterday
yes sir

yet
yield
you

you are
you would
young

younger
youngest
your

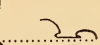
yourself
yourselves
youth

youths

Contractions and Outlines

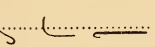
A

absolute-ly
acknowledge-d-ing-ment
administratrix



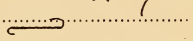
administration
administrator
admiral-ly, admire-ation

advantageous
aerial bombs
Aero Club of America



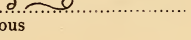
aeroplane
affect
aggregate

aggregation
Almighty
alteration



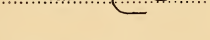
always
amanuensis-ses
ambiguity, ambiguous

American eagle
American flag
Anglo Saxon



anniversary
antagonistic
anybody

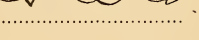
anybody else
anything
anywhere



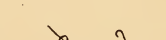
anxiety
apostrophize
approbation

appropriation
archangel
archbishop

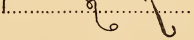
architect-ure-al
aristocracy-tic
arithmetic



armored automobiles
article
artificial-ly



as far as you can
assemble-y
as soon thereafter

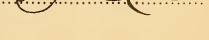


Atlantic Ocean
Atlantic and Pacific
automobile company

auto truck

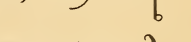
B

bankrupt-cy
baptist-ism
beneficial-ly

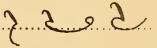


beneficiary
benevolent
benignant

birthright
bishopric
Board of Directors



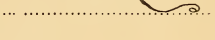
Board of Health
Board of Underwriters
brother-in-law



by any means
by no means

C

cabinet
calculate-d
California

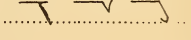


capable
capital of the U. S.
captain

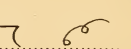
cash register
catholic
celestial-ly

certificate
change
character

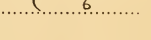
characteristic
characterization
Christian Science Church



church
civil service examinations
clergyman



collateral security
collect-ed-ing
collective



collection
Columbus
commercial

concentration
congregation
congregate

consequent-ly
Constitution of the U. S.
consular invoice

contingency
controversy
copyright

correct-ed-ing
correction
corrective

cosmopolitan
counsel
counselor

court of record
court reporter
criminal-ity

cross-examination
cross-examine
curious-ly

D

day after day
December
Declaration of Independence

deficient-cy
deform-ed-ity
deliberate-d

deliberation
democrat-ic-cy
derogatory

designate
desirable
determination

determine-d
develop-ed-ing-ment
dictation book

differential
dignify-ed-ing
dignity

disadvantage
disapprove-al
discharge-d-ing

discontinue-d-ing
discourage-d-ing
discover-y

discriminate-ly
distinguish-ed-ing
District of Columbia

domestic
down and out
downright

downstairs

E

earnestly
east and west
eastward

effect-ual-ly
efficient-cy
electric-ity

Electric Light Co.
electro-magnetic
electrical

empire
empower
endeavor-ed-ing

engineer
enthusiasm-tic
enumerate-d

enumeration
envelope
environment

Episcopal-ian
equality
equivalent

escalator
especial-ly
etc.

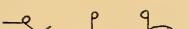
evangelical
everybody
everything

everywhere
exhilaration
exemplify-ied-ary

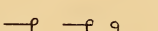
exchange-d-ing
exclaim-ed
executor

executors
executrix
expiratory

export-ed-ing-ation
extenuate
exterminate



extinct
extinction, extinguish
extremity

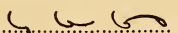


F

facetiousness
facilities
falsehood

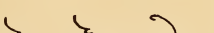
falsify
familiar-ity
fastidiously

February
financial-ly
financially embarrassed



first of exchange
flashlight
foreclose-ure

forth, fourth
forthwith
further



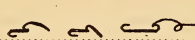
G

garage
Gas Light Co.
general order stores

genteel
gentile
gentle

governor
grammar school
Grand Union

great American
Great Britain
Gulf of Mexico



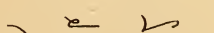
H

hangar
health-y
help-ing

here and there
hereinafter
hereinbefore

hereof
hereto
heretofore

hereunto
high school
historian



history-ical
his personal attention
hitherto

holiday
horizontal
hydro-aeroplane

I

inartificial-ly
indebtedness
independence

independent
indifferent
indignity

indirect-ly
indiscriminate-ly
indispensable

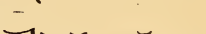
individual-ly
indorse-d-ment
industry-ial

ineffectual
infer
infinite

influential
inform-ed
infringe-ment

inhabit-ed
in my opinion
instrumental-ist

in the event of
intellect-ual-ly
intelligence



intelligent-ly
in the course of conversation
inquire-ry

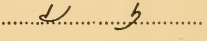
international
interrogatory
Interstate Commerce Commission

Interstate Commerce Law
inward
irregular-ity-ly

J

January
judicial
judiciary

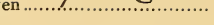
jurisprudence



K

knowledge
kingdom of heaven

L

languish-ing
legislative
legislature 

likewise
limousine
Lincoln Highway

locate
locomotion
locomotive

long time ago

M

magazine
magnificent
malignant

manager
manufactory
manufacture-ing

manufacturer
manuscript
Massachusetts

matrimonial
maximum
mechanic-al-ician

melodrama
memoranda
memorandum

Menominee
mention-ed
merchandise

messenger
metropolitan
minimum

misdemeanor
misfortune-ate-ly
mistake-n

mistook
moderation
moment

monument-al
moratorium
mortgage

mortgagee
moving pictures
Mrs.

my personal attention

N

neglect-ed-ing
negligence
negligent

never
nevertheless
New York

New York City
New York State
nobody

nobody else
north and south
North America

North Carolina
northeast
northeastern

northward
northwest
northwestern

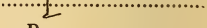
notary public
nothing
notwithstanding

November
nowhere

O

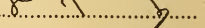
observation
observe-ing
October

Oklahoma
one way or another
orthodox

outward 

P

Pacific Coast
Pacific Ocean
Panama Canal

parcel post
parliament 
passenger

patron-age
pattern
peculiar-ity

pecuniary
peninsula
penitentiary

perform-ed-ing-ance
perhaps
perpendicular-ity

perpetrator
perpetual-ate
personal attention

Philadelphia
Philippine Islands
phonographic

plenipotentiary
Poughkeepsie
popular-ity

practicable-y-ility
prejudice-cial
preliminary

preparation
prerogative
preservation

preserve
privilege
probable-y-ility

probation
profession
proficient-cy

prohibition
proper-ly-ty
proportion-ate-ly

prospect
protested for non-acceptance
protested for non-payment

proximity
public-sh-ed
publication

punctual-ly
purpose
pusilanimous

Q

qualify-ied-ing
quality
quantity

quarter master

R

radiator
recover-ed-ing-y
reform-er

refer
reference
refrigerator

regular-ly-ity
remit
remittance

remunerative-tion
reorganization
reorganize

reorganized
reorganizes
represent

representation
representative
republic-sh-ed

republican
repugnant
request

require
resemble-ance
respect-able-ility-ful-ly

responsible-y-ility
resolution
resurrection

reward
Roman Catholic
round house

rules and regulations

S

San Francisco
Saturday
savings bank

scientific
searchlight
second of exchange

shorthand writer
somebody else
somehow or other

something
sometime ago
sometime later

some way or another
somewhere
southeast

southeastern
southward
southwest

southwestern
South America
South Carolina

specification
speedometer
State of North Carolina

State of South Carolina
State of Pennsylvania
stenographic

subscription
sufficient-cy
support

sympathy

T

telegram
temperance
temporary-ly

territory
therefore
thereof

thereto
train
tranquil-lity

transfer-ed-ing
transubstantiation
triple alliance

triple entente
trusting to be favored
with your order

turn
typewriter
typewriting-ten

U

under separate cover
understood
unflinchingly

unfortunate-ly
uniform
United States of America

upward
usurious
usury

V

vegetable
vengeance
vicinity

Virginia

W

warehouse
warehouses
week after week

West Virginia
westward
whatsoever

whensoever
wheresoever
whichsoever

whosoever
wireless telegraphy
wireless telephone

wisdom

Y

yesterday morning
young men
Young Men's Christian Ass'n

Young Women's Christian Ass'n.
your personal attention

Z

Zeppelin dirigibles
Zimmerman

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